

## **Communications and Membership Officer**

**Part-time (.8 EFT), 12 Month Contract**

**Applications close 5pm Thursday 17<sup>th</sup> August 2017**

***Do you enjoy reaching and engaging a diverse audience across a range of communications platforms?***

***Are you interested in building Membership and creating participation opportunities for WDV's Membership base?***

***Are you passionate about advancing the rights of women with disabilities?***

Women with Disabilities Victoria is a vibrant organisation of women with disabilities working for women with disabilities. We have a disability friendly work environment.

We are seeking an experienced Communications and Membership Officer to increase the participation and engagement of WDV's Members throughout all areas of our work. This exciting new role will also involve providing a diverse range of Communications functions such as devising engagement, dissemination and promotion strategies for WDV's resources, and contributing to WDV's social media, eNews and new WDV website.

The position is at Level 3 Year 2 of the WHV Enterprise Agreement 2007. Salary is \$59,938 per annum pro rata + super. Salary packaging is available.

Hours are 60.8 hours per fortnight.

The position is for 12 months from commencement and may be extended subject to funding.

Initial inquiries can be made by phoning the Administration Officer on 9286 7800.

The position description can be downloaded from:

[http://www.wdv.org.au/get\\_involved.htm#Employment](http://www.wdv.org.au/get_involved.htm#Employment)

**Applications close 5pm on Thursday 17<sup>th</sup> August 2017**

**Anticipated interview date is 24<sup>th</sup> August 2017**

Applications must address the key selection criteria, include a current resume, be marked confidential,

and can be emailed to [recruitment@wdv.org.au](mailto:recruitment@wdv.org.au)

or sent by post to Maria Burchell, Operations Manager,

Women with Disabilities Victoria, GPO Box 1160, Melbourne 3001.

**Applications which fail to address the key selection criteria will not be considered.**

**Women with disabilities are encouraged to apply.**