

Position Description

Social Media Coordinator



The Clinical Oncology Society of Australia (COSA) is the peak national body representing health professionals from all disciplines whose work involves the care of cancer patients.

COSA’s vision is quality multidisciplinary cancer care for all, and our mission is to improve cancer care and control through collaboration.

COSA achieves this by:

- supporting the professional and educational needs of cancer health professionals
- enhancing cancer care and control through network development
- advocating for improvements in cancer care and control
- facilitating research across the spectrum of cancer

COSA conducts an Annual Scientific Meeting (ASM) – a national platform for multidisciplinary cancer health professionals, seminars and other educational activities related to clinical cancer related service delivery issues.

JOB TITLE:	Social Media Coordinator	STATUS:	12-month contract (with potential to become permanent)
LOCATION:	Sydney, NSW	HOURS:	14 hours (2 days) per week negotiable
REPORTS TO:	Chief Executive Officer, COSA	POSITION NO:	COSA 2021-1
SALARY:	Salary determined according to qualifications and experience.		

ORGANISATIONAL CONTEXT

COSA is a multidisciplinary health professional organisation with over 1000 members. It employs 9 full-time and part-time staff.

COSA is affiliated with, and provides medical & scientific advice to, Cancer Council Australia (CCA).

COSA is located at the CCA offices Level 14, 477 Pitt Street, Sydney NSW.

THE ROLE

The Social Media Coordinator will report to the Chief Executive Officer, and work closely with the Executive Assistant (EA) and Project Management team to improve COSA’s social media presence.

COSA communicates with its members and stakeholders in the clinical oncology field mainly through Facebook and Twitter.

The hours are flexible, and the role may require occasional work outside of regular hours and interstate travel.

RESPONSIBILITIES		
<p>Responsibilities of the role include, but are not limited to:</p> <ul style="list-style-type: none"> • Maintaining and growing social media audiences across LinkedIn, Twitter, Facebook and Youtube • Working closely with the CEO, COSA staff and external stakeholders to design, copywrite, produce and schedule content across all social media channels aligning with other communication channels • Working with COSA staff to support advocacy, programs and initiatives through social media channels • Monitor, moderate and report on social media channels • Assist with other COSA digital communications • Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation • Be alert to any unsafe work practices or environments and take steps to ensure that no staff member or visitor is placed in a position potentially dangerous to themselves or others. • Other duties as instructed by the Chief Executive Officer 		
MAIN OBJECTIVES		
<ul style="list-style-type: none"> • Managing competing priorities and needs of multiple stakeholders while meeting the demands of a fast-paced, diverse environment • Working with the professional volunteers of the COSA committees, meeting their competing needs, and at the same time ensuring COSA's strategic objectives are not compromised 		
SELECTION CRITERIA		
<p>Essential Criteria:</p> <ul style="list-style-type: none"> • Demonstrated experience managing social media accounts, ideally in a professional setting • Well-developed digital fluency • Excellent organisational and time management skills, with the ability to manage multiple tasks to meet deadlines • Good oral and written communication skills • Good attention to detail • Ability to create quality copy and graphics • Excellent interpersonal skills • Computer literate, with experience using a range of digital platforms. Experience using Canva, SproutSocial, Powtoon or similar is desirable. • Ability to work independently and as part of a team • Full working rights in Australia <p>Desirable Criteria:</p> <ul style="list-style-type: none"> • Experience in a similar role • Understanding of, and commitment to, the not-for-profit sector 		
Reviewed by:	Chief Executive Officer	Date: 5 July 2021