



McCARTHY MENTORING

Marketing & Communications Consultant August 2022

- Flexible part-time opportunity with a friendly, supportive and fun team.
- Amazing location in Sydney CBD or work from home

We are looking for a communications professional to join our small team on a part time (2 days per week) or consulting basis. You'll be a great writer, with an interest in professional development, who is digitally savvy and can meet deadlines.

You'll be responsible for refreshing our brand, promoting our mentoring and leadership programs, creating digital content for a range of platforms including a monthly newsletter.

Key activities:

- Produce a monthly EDM
- Creating content for our website and LinkedIn page.
- Deliver a poll on leadership each year
- Watching brief on leadership, workforce issues, mentoring and professional development in the media
- Coordinate video interviews with leaders in our network
- Communications activities on our programs with leading Australian corporations
- Support McCarthy Mentoring team in research and background for presentations and speeches.
- Create other marketing materials as needed.

Knowledge, Skills, Abilities:

- High level verbal and written communication skills
- Excellent attention to detail
- Advanced time management and organisational skills
- Knowledge of employee development
- Ability to work autonomously
- Experience in managing social and digital platforms including LinkedIn, wordpress, survey monkey, canva, adobe and Microsoft office.

If this sounds like you, send a one-page cover letter and your CV to admin@mccarthymentoring.com by Friday 5 August 2022.

Salary: hourly rate to be negotiated