

INFORMATION COORDINATOR | 12-month contract

Location	Remote
Reports to	Chief Executive Officer
Conditions of engagement	12-month Contract
Pay rate	Hourly

This is a unique opportunity for the successful applicant to enjoy flexible working arrangements from home with an average of 10-15 hours per week, to be negotiated.

Aussie Deaf Kids is a not-for-profit organisation providing online support and information to parents raising children with a hearing loss. The successful applicant will play a key role in managing the information and capacity building activities provided to families of children who are deaf or hard of hearing.

This role requires the person to work independently from home. Aussie Deaf Kids operates from a home office and all communications are electronic or over the phone.

The role is ideally suited to a caregiver of a child with hearing loss. It is an opportunity to utilise your skills, knowledge, and experience to support and inform other parents who are on a similar journey.

Key Responsibilities

- Data analysis and reporting to inform information provision on www.aussiedeafkids.org.au, webinars and Facebook
- Seek innovative ways to provide families with information that builds their capacity to confidently raise their child with hearing loss
- Curate and update information for families as indicated
- Provide administrative support
- Work collaboratively with the CEO

Selection criteria

Essential

- Experience in the qualitative analysis of small data sets
- Ability to identify, define and source relevant content across various platforms
- Proven knowledge and experience with the needs of families whose children are deaf or hard of hearing
- Commitment to informed choice and the provision of balanced and unbiased information to families
- Willingness to be proactive about learning and updating knowledge
- Effective writing skills with excellent spelling and grammar
- Attention to detail
- Quality and objectivity in communication
- Ability to work with limited supervision and take ownership of the tasks
- Strong integrity and confidentiality

Desirable

- Bachelor's degree

Additional requirements

Essential

This is a 12-month contract for the successful applicant. Aussie Deaf Kids operates remotely so this role requires the applicant to work from home. The successful applicant must have

- An Australian Business Number (ABN), and
- Access to own computer and reliable Internet connectivity
- Live in Australia

Desirable

- Caregivers of a child who is deaf or hard of hearing are encouraged to apply.

To apply

Please submit the following information to ann.porter@aussiedeafkids.org.au

- Your resume including your employment history and experience
- A supporting cover letter addressing the requirements
- Two referees who have knowledge of your work performance and skills.

Applications close: COB Tuesday 10 August 2021