

COMMUNICATIONS ASSISTANT

- Part-time: 1-2 days per week
- Remote position, located in Australia, supporting Australian eastern business hours
- Reporting to the Communications Manager

Key responsibilities

- **Content creation & editing:**
 - Draft, edit, and proofread newsletters, social media updates, media releases, website content and other communications materials.
 - Assist with developing content calendars and messaging strategies that align with A2EP's goals.
- **Digital & social media management:**
 - Support the management of our social media channels and website.
 - Monitor digital metrics and provide basic performance reports to the Communications Manager.
- **Media & public relations:**
 - Maintain media lists and assist in coordinating media outreach, interviews and press events.
 - Support the distribution of press releases and track media coverage.
- **Event coordination:**
 - Liaise with A2EP's event coordinator to help plan and execute promotional events, webinars, and other campaigns.
 - Assist with event logistics, including preparing materials and coordinating schedules.
- **Internal communications:**

- Support the creation of internal newsletters, memos, and announcements to keep members informed.
 - **Administrative support:**
 - Provide day-to-day administrative support to the communications team (e.g., scheduling meetings, managing files and maintaining archives and distribution lists).
 - Assist in the preparation of presentations and reports for senior leadership.
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Qualifications

- **Education:**
 - Bachelor's degree in Communications, Public Relations, Marketing, Energy or a related field.
 - **Experience:**
 - 0–2 years in a communications, marketing, or public relations role (internship experience is acceptable).
 - **Skills:**
 - Exceptional written and verbal communication skills.
 - Strong attention to detail and an ability to manage multiple projects simultaneously.
 - Proficiency in Microsoft Office and familiarity with content management systems and social media platforms. Experience with Canva, Mailchimp, Wix and/or Salesforce a bonus.
 - Basic knowledge of digital analytics tools is a plus.
 - An interest in learning about emerging trends in energy, communications and digital media.
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What we offer

- **Positive impact:**
 - The opportunity to support real action on decarbonisation and energy productivity across the Australian economy.

- **Professional growth:**
 - Mentorship and training opportunities within a dynamic team
 - Exposure to a broad range of projects and our Membership of more than 90 leading organisations.
- **Work environment:**
 - A collaborative and innovative workplace that values creativity, initiative, great customer service and proactive problem-solving.
 - Flexible work arrangements to support work–life balance.
- **Competitive benefits:**
 - A competitive salary package and benefits commensurate with experience.

About A2EP

A2EP is dedicated to driving innovation and sustainable impact within our industry. We pride ourselves on a forward-thinking culture that values collaboration, excellence, and continuous learning. Join us in shaping the future of our organisation and making a difference in our community.

a2ep.org.au

Contact a2ep@a2ep.org.au with any questions you may have or to submit your CV and expression of interest.
