



China Matters seeks a Communications and Events Manager

China Matters is an Australian public policy initiative recognised at the highest levels of policy-making as a one-of-a-kind undertaking, distinctive for its independence from government, business and academia, and focused exclusively on the rise of People's Republic of China (PRC) and how it matters to Australia.

The goals of this high-profile effort are to advance sound China policy as well as deepen understanding and inform public and elite opinions on the complexities of Australia's relationship with the PRC. Please see our website: chinamatters.org.au

We are recruiting a **full-time Sydney-based Communications and Events Manager**. The successful candidate will be experienced in creating impactful events, as well as managing an organisation's public profile through its website, social media presence, and engagement with media outlets. The Communications and Events Manager is expected to:

- Plan, coordinate and execute a range of events including China Matters National Meetings and Policy Dinners
- Create and maintain accurate event documents such as agendas, run sheets, participant lists and event materials
- Communicate with event participants and supporter circle members, including VIPs
- Manage China Matters' website and regularly update it with content
- Manage production and dissemination of China Matters' recurring publications
- Write web content, press releases, social media posts, and event materials

Essential criteria:

- Bachelor's degree in communications, public relations, media or similar
- Three to five years of experience in a communications, public relations and/or events management role
- Impeccable attention to detail
- Strong project management and organisational skills
- Proven ability to manage an organisation's website and social media content
- Excellent written and oral communication skills in English
- Full working rights in Australia

Desirable:

- Experience working with senior public servants and business executives
- An interest in and knowledge about international affairs

We offer a competitive remuneration package and the opportunity to work in a highly motivated small organisation with regular engagement with the highest levels of government and business.

Preferred commencement date: 3 September 2018

To apply: Please send your resume, contact details of two referees, and a one-page cover letter addressing the selection criteria above to recruitment@chinamatters.org.au Please use as your email subject title: Comms and Events.

Applications that fail to address the selection criteria will not be considered. Only candidates short-listed for interview will be contacted. Please submit your application on or before **25 July 2018**.