



Communications and Events Manager Position

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 the 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

About the role:

We are recruiting a **part-time Sydney-based Communications and Events Manager**. The successful candidate will be above all experienced in media relations. The role also requires management of our public profile through our website, social media presence, and high-quality webinars. The Communications and Events Manager is expected to:

- Manage media liaising with an extensive network of experts
- Manage China Matters' website and regularly update it with content
- Manage production and dissemination of China Matters' publications
- Write web content, press releases, social media posts, and event materials
- Plan, coordinate and execute mainly webinars and workshops

Essential qualifications:

- Bachelor's degree in communications, public relations, media or alternatively international relations with a focus on Asia/China
- 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:

- Knowledge of the PRC and Australia-PRC relations

We offer a competitive remuneration package and the opportunity to work in a highly motivated small organisation that intends to raise its participation in the public debate about the PRC. Terms of employment: 1-year part-time contract (includes a 3-month probation period). Our office is located in Pyrmont.

Expected commencement date: 26 October 2020 (negotiable)

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

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 **30 September 2020**.