

Job Title	<b>Communications Assistant</b>
Team	CMS-A Communications
Reports to	Communications Coordinator
Key relationships	Communications staff, Regional Missions Directors, Missionaries
Direct Reports	Nil
Overall Purpose	Provides support to the CMS-A Communications team in its role of producing printed and digital resources, and assisting Branches, helping to educate the Australian Church in its responsibility to proclaim the Gospel of Christ throughout the world in fellowship with local churches.

### Specific accountabilities

Specific accountabilities are the outcomes that you are required to produce. They describe **why** your job exists.

<b>Accountabilities</b>
Contributes to effective communications by editing, proof-reading and producing <b>written materials</b> according to the CMS-A publications schedule and job requests by branches, in close collaboration with CMS-A communications staff.
Contributes to effective communications across CMS by <b>working collegially</b> with senior staff, CMS-A communications staff, Branch communications staff and CMS missionaries, completing tasks in a timely, professional and thorough manner.
Contributes to the <b>production, maintenance and delivery</b> of engaging, modern and high-quality print and electronic resources by researching, writing and formatting materials consistent with the CMS style guide.
Ensures that relevant people inside and outside CMS are <b>kept informed</b> as required by communicating with individuals and organisations whilst maintaining a high level of confidentiality as and where required.
Contributes to the <b>effective communications</b> of others by assisting branches and missionaries where appropriate in how to communicate effectively with their supporters, specifically in relation to written communications.
Contributes to effective communications by undertaking regular <b>professional development</b> in order to keep abreast of leading practice for written communications and publications.
Contributes to the development of the <b>safety</b> culture by keeping their workplace safe, clean and tidy, complying with site/ service safety rules, reporting hazards, incidents, near misses and injuries to their supervisor/ manager, participating in workplace consultation activities, and actively participating in all other safety activities as prescribed in CMS procedures.

### Education and experience

<p>Qualification – Degree or Diploma in Journalism, Communications or other appropriate discipline.          Experience – Working with publications in a team environment          Skills – Interpersonal, written &amp; verbal communications skills, with ability to gather, synthesize, write and edit for a variety of audiences; able to work independently and as part of a team; helpful and professional customer service skills; time management skills; and strong computer skills, particularly with Microsoft Suite and Adobe InDesign.          Other – Must be willing to undergo a ‘Working with Children’ check.</p>
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### Values

It is a requirement of this position that the incumbent will live and display a commitment with the Christian principles espoused and promoted by CMS-A and abide by the CMS Code of Conduct.
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### Changes to this position description

Your responsibilities also extend to any tasks outlined on a duties list, or any tasks delegated to you by your manager/ supervisor, provided that those new job requirements are safe, efficient, logical and legal.
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For review
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