

Job Title	Communications Assistant
Team	CMS-A Communications
Reports to	Communications Manager
Key relationships	Communications staff, Regional Mission Directors, Missionaries
Direct Reports	Nil
Overall Purpose	To communicate the CMS Vision and provide support to the CMS-A Communications team and branches in producing printed and digital resources.

Specific accountabilities

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

- Contributes to effective communications by producing **written materials** 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 **working collegially** 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 **production, maintenance and delivery** of engaging, modern and high-quality print and electronic resources by researching, writing and formatting materials consistent with the CMS style guide.
- Ensures **confidentiality** when dealing with missionary communication as and where required.
- Contributes to the **effective communications** of others by assisting branches and missionaries with their communications.
- Contributes to the development of the **safety** 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

- Education – Bachelor's degree in a communications-related discipline (or currently completing)
- Experience – Writing printed and online articles, working within a team environment.
- Skills – Interpersonal, written and verbal communications skills, with ability to gather, synthesise, 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.
- Other – Must be willing to undergo a 'Working with Children' check.

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.

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.

Approved _____