



Indian Support Center

Reg No: INC1500501 ABN No: 72966316271 Charity Reg No: CFN/23874

2 Lane Street, Wentworthville NSW 2145

www.indiansupportcenter.org.au

Job title	<i>Digital Media Administrator</i>
Job type	<i>Volunteer Work Experience</i>
Reports to	<i>Mentor/President</i>

Job purpose

To promote and market the ISC brand, its events and programs effectively for the community through content management of our website, social media and event collaterals

Duties and responsibilities

- Develop and manage our web presence to boost brand awareness
- Maintain a strong online company voice through social media
- Design and implement digital media campaigns aligned with business goals
- Coordinate the creation of digital content for events and programs
- Suggest and implement direct marketing methods to increase reach and response
- Liaise with ISC peers to ensure brand consistency
- Stay up-to-date with digital media developments
- Adhere to ISC Core Values
- Secure and maintain client confidentiality

Requirements

- Knowledge, skill or experience in creating, managing websites
- Knowledge, skill or experience in designing digital content
- Strong verbal and communication skills
- Ability to work with a team or independently if required
- Ability to multitask and perform within deadlines

Performance Goals

- Complete tasks within Deadline
- Maintain quality, accuracy and validity of content produced
- Conduct professionally with peers and clients at all times

Working conditions

Part-time

Approved by:	
Date Approved:	
Date Reviewed:	