



Expressions of interest are invited for an

ISCAST Digital Communications Specialist

two days per week, probably based in Melbourne, initially for one year.

**Are you a smart digital communicator who loves science and wants to
provoke conversations about science, faith and our culture?**

This job might be for you!

ISCAST is looking for a Digital Communications Specialist to create and manage our growing communications including social media and the website.

Expressions of interest are invited by March 31, 2021.

Background

For many years ISCAST has published book reviews, opinion, and peer reviewed articles on the ISCAST website. We also publish on Facebook and Twitter. We now need someone to take us to the next level in reach and quality of our content.

Working for ISCAST

Thirty years ago, ISCAST started running conversations and events about Christianity and the sciences. In the last few years, we have been more active in the digital space and among younger people. Now it's time to hire a Communications Specialist to work with the team. In 2021 there will be four part-time staff in the office. We will all be committed to the ISCAST mission and we will form a dynamic and supportive team. More about ISCAST, including our history and our Vision, Mission, and Values, is on the website.

Responsibilities

- You will be responsible to the Executive Director.
- You will run ISCAST communications on the website and social media.
- You will prepare ISCAST material for social media and the website.
- You will work with volunteers who also contribute content.
- You will develop strategies for effective communication.
- You will be willing to take on other jobs.
- You will work an average of two day per week, although the demands may fluctuate from week to week.

Requirements

- You must be committed to the vision and mission of ISCAST.
- You will have an excellent grasp of English; the ability to write clearly and concisely, including turning a 200-word article abstract into 140 characters.
- You will be a creative self-starter; you will take the initiative.
- You will have excellent communication (oral and written) skills.
- You will enjoy engaging in conversations online.
- You will be technically competent.
- You will have excellent organisational and planning abilities.
- You will provide your own laptop.

As well, you may have experience in web design; you may have graphic design skills; you may have video editing experience; you may have IT skills; you may have experience in copywriting, editing, and proofing (did you notice the deliberate errors in this document?); you may have run events; you may have a degree in public relations, communications, or a relevant field.

Expressions of interest

Please email ISCAST Executive Director Chris Mulherin with a brief resume including qualifications & relevant experience. Please include a one-page covering letter explaining why you would enjoy this role, why you think you would be suitable for it, and why you would like to work for ISCAST. Also, please list three referees and their contact details.

Finally, list any errors or inconsistencies you find in this position description. Please include grammatical suggestions for improvement of this text.

For further information, contact ChrisMulherin@ISCAST.org or on 0431 330 380.