



## POSITION DESCRIPTION

# SOCIAL MEDIA ASSISTANT

IJM Australia, (FTE 0.6-0.8, 6-month contract)

## Who We Are

**International Justice Mission (IJM)** is the global leader in supporting governments to protect vulnerable people from violence. Our team of 1,200+ professionals are at work in 33 countries across the Asia Pacific, Africa, Europe and the Americas. Together with government, corporate, civil society, community and survivor leader partners, we are catalysing a global movement that will rescue millions, protect half a billion and make justice for people in poverty unstoppable.

International Justice Mission Australia, established in 2014, partners with IJM Global to deliver justice programs overseas and grow the movement of Australians seeking justice for the oppressed.

## The Values

IJM is *Christian, Professional and Bridge Building*. Our Christian value manifests not only in our motivation but in our culture and work environment, including daily devotions, stillness and prayer.

## The Position

IJM Australia is seeking a Social Media Assistant to join the team. We have audacious goals leading up to 2030 to achieve the mission of protecting 500 million people by 2030. This role will play a pivotal role in raising awareness and understanding about modern slavery, as well as lifting IJM's brand profile within Australia.

Reporting to the Sr. Lead, Media & Mobilisation, the Social Media Assistant will:

- Liaise with the Advocacy and Marketing & Partnerships teams to create content (visual and copy), and implement campaigns
- Plan and schedule content across IJM Australia's social media channels
- Provide monthly reports and recommendations based on analytics

## Skills, Experience and Attributes

To be successful in this position you will have:

- A Bachelor's degree (or in final year of your degree)
- Excellent copywriting, including spelling, grammar and punctuation
- Personal interest in, and enjoyment of social media, and innovations in the space
- Creative flair and innovative mindset

- Ability to work within brand guidelines

*Desirable:*

- Experience with Canva, Adobe Creative Suite or similar
- Video editing skills
- Experience with Sprout Social or similar
- Understanding of modern slavery and international development
- Minimum 1-2 years' experience managing professional/business social media accounts

## What We Offer

- An inspiring professional environment. Your work makes a difference in the lives of the thousands of clients IJM is serving. You are part of a passionate global team of professionals – characterised by an atmosphere of personal involvement and determination to bring justice, transform communities and end slavery
- Deepen your understanding of modern slavery and related issues
- Gain social media and campaign experience, and sector insight, with a leading global nonprofit
- Opportunity for spiritual formation
- Salary determined by our remuneration policy and years of qualified experiences
- Six-month contract with the possibility of extension and promotion for the right candidate

## Interested?

Please send a one-page cover letter outlining your suitability for the position including your demonstrated commitment to IJM Australia's values as detailed above, along with your current CV, to [recruitment@ijm.org.au](mailto:recruitment@ijm.org.au).

IJM Australia is interviewing and recruiting for this position as applications are received, so we encourage you to apply as soon as possible.



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INTERNATIONAL JUSTICE MISSION is a global organisation that protects people in poverty from violence.

Learn more: [IJM.org.au](http://IJM.org.au)

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