



POSITION DESCRIPTION

Position Title:	Designer - Online Digital Content and Website
Reports to:	Executive Director
Duration:	Part Time (2 days/week) On-going.
Salary:	\$74,000 (Full-time rate) per annum plus superannuation.

Primary Purpose:

The Designer will work with the Executive Director and the Producers to develop social media content, and manage ACE's digital media, online platforms and website.

The Designer will assist in:

- Develop content for ACE's Instagram, Facebook, Twitter YouTube and LinkedIn channels
- Ensure ACE website content is regularly updated
- Ensure marketing/communication is supported through social media with appropriate hashtags, links, credits
- Develop and curate engaging content for social media platforms
- Assist in the creation and editing of written, video, and photo content
- Maintain unified brand voice across different social media channels
- Interact with users and respond to social media messages, inquiries, and comments
- Liaise with ACE producers to get text and photo content to upload to website
- Modify the menus and navigation and repair any links that break, as required
- Embed content from other websites and platforms such as Youtube into the ACE website
- Design new banners and identify hero images as required.
- Prepare the Marketing Communications report for ACE board papers
- Any other tasks as required.

SELECTION CRITERIA:

- Tertiary digital marketing, communications degree or equivalent industry experience
- Experience in liaising with a diverse range of stakeholders
- Experience in using WordPress or similar WYSIWYG website, Google Analytics, Adobe Creative Suite (including Photoshop and Premiere Pro), MailChimp and Survey Monkey
- High level of verbal and written communication skills
- Excellent negotiation and interpersonal skills
- Attention to detail
- Capacity to work flexible hours, including weekend work when required.

HOW TO APPLY:

Your application must include a cover letter addressing the Selection Criteria, a current resume and contact details for 2-3 referees.

Please email your application by 5pm on Friday, 1s December 2025 with 'Application for Designer - Online Digital Content and Website' in the subject line to ACE Executive Director, Anne Loxley at anne.loxley@aceinc.org.au.

For further enquiries please contact Anne Loxley on 02 8821 9157.