**Ethnic Communities
Council of Queensland**

**Web Manager & Information Officer**

**Permanent Part-time position (4 days a week)
Fixed Term Contract for 12 months**
*(Re-advertised position – previous applicants need not reapply)*

*ECCQ is an equal opportunity employer.*

**Organisation**
The Ethnic Communities Council of Queensland (ECCQ) is a non-profit, community-based state peak body, working to represent the issues and concerns of ethnic communities and the multicultural sector.  Established in 1976, ECCQ undertakes advocacy and project and program development consistent with available funding and identified priority areas.

**Title**
Web Manager & Information Officer

**Salary**
Social & Community Services (Queensland) Award Level 5, Paypoint 1 (equivalent to $44,482 pa).

**Appointment**
Four days a week.  Fixed Term Contract for 12 months.

**Reports to**
Executive Manager.

**Location**
ECCQ House, 253 Boundary St, West End, Brisbane

*People from culturally and linguistically diverse backgrounds are encouraged to apply.*

Send applications, your CV and a brief statement addressing the Selection Criteria, to:

**The Executive Manager, ECCQ, PO Box 5916, West End, Queensland, 4101.**

***Please lodge your application with us by 5 pm, Friday, 20 February and ensure you address all the Selection Criteria.***

**Position Description**

The Web Manager & Information Officer is responsible for overall content management of the websites for ECCQ and PiCC (Partners in Cultural Competence). The position also involves a range of information management tasks for the organisation including

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ongoing development of the organisation's resource library and activities relating to organisational communication.

**Key duties & responsibilities**

The position includes these specific tasks:
- Undertake overall content management of websites for ECCQ & PiCC. This includes ongoing update of content, assisting and working with staff on the ongoing development of program-specific content, facilitating ongoing development and enhancement of the websites and compiling statistical reports on website usage.
- Compiling and distributing fortnightly email bulletins.
- Developing and maintaining databases to support organisational communication.
- Assist to further develop and enhance communication activities between ECCQ and its members and stakeholders.
- Ongoing development and maintenance of the organisation's resource library.

**Selection Criteria**

1. Education, training and/or experience equivalent to a degree in Information Management, Communications or Library Science.
2. Demonstrated skills and experience in web content management (or the ability to rapidly acquire these skills).
3. Demonstrated highly developed communication skills, both written and verbal.
4. Ability to work autonomously, contribute effectively as a team member and to organise and prioritise workloads.
5. Demonstrated experience in managing projects.
6. Proficiency in Microsoft Office applications.
7. An understanding or awareness of the issues affecting culturally and linguistically diverse community organisations and associations.

*Applications*

Your application should demonstrate your ability to meet the selection criteria. The appointment will be on a casual basis for two days a week.

**Mail your:**
- cover letter
- written application addressing the selection criteria
- resume (or CV) to:

<p style="text-align:center">
<b>The Executive Manager</b><br>
<b>ECCQ</b><br>
<b>PO Box 5916</b><br>
<b>West End</b><br>
<b>4101</b><br>
or email it to: <u>manager@eccq.com.au</u>
</p>

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*For further information about this position please contact Christine Yates on 0430 356 829 or email [library@eccq.com.au](mailto:library@eccq.com.au)*