



Background

The Carbon Market Institute (CMI) is Australia’s peak industry group for business and climate change. CMI’s 2050 vision is for a prosperous, climate resilient, net zero emissions world and its mission is to help business manage risks and capitalise on opportunities in the transition to a net-zero emissions economy. CMI requires an experienced communications specialist to join a passionate and dedicated team working with Australasian business leading the transition to net-zero emission by 2050.

The position is ideally based in Melbourne, but we may consider Sydney or other options depending on candidate’s skills and experience. This is a part time, three day a week negotiable, position reporting to the CEO under a nine-month contract, with the possibility of extension.

Primary Purpose of the role

To develop and deliver on a communication strategy that promotes the Carbon Market Institute, its services, resources and events through effective communication planning and execution. The role will include management of digital, documentation and social media; direct liaison/enquiry services with national and international media; and provide support and advice on effective interaction with members and external stakeholders.

Key Responsibilities	<ol style="list-style-type: none"> 1. Lead the development and implementation of a Communication Strategy that helps deliver CMI’s vision, mission and objectives 2. Writing, editing and assisting in the production of materials including media releases, opinion pieces, briefings, factsheet, presentations etc 3. Management of CMI’s website, Marketplace, Members Portal and other digital platforms 4. Management of media contact lists and liaison 5. Design key event collateral and media strategies 6. Coordinate social media strategy and development of infographic concepts
Selection Criteria	<ol style="list-style-type: none"> 1. Proven track record of results from media and communications campaigns 2. Excellent writing skills with demonstrated production and pitching of high-quality media-ready materials 3. Strong time and project management skills 4. Ability to work with other team members and external stakeholders 5. Climate change media & communications experience
Skills & Experience	<p>HIGHLY DESIRABLE</p> <ul style="list-style-type: none"> • At least five years’ experience in media, communications • Wordpress (web design and coding) experience/familiarity • Adobe Creative Suite native (specifically Indesign, Photoshop, Illustrator) <p>DESIRABLE</p> <ul style="list-style-type: none"> • Mailchimp/SurveyMonkey (or similar) experience • Video creation experience (Adobe Premiere Pro preferred) • Experience in working with a member-based organisation and related communication

TO APPLY

Please send your application (CV) and a cover letter addressing the selection criteria and skills/ experience to: brad.kerin@carbonmarketinstitute.org by COB Monday 23rd September.



**Carbon
Market
Institute**

for more information please contact

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The Carbon Market Institute is at the centre of climate change policy and business in Australia. Independent and non-partisan, we bring business, policy makers and thought leaders together to drive the evolution of carbon markets towards a significant and positive impact on climate change.

Engaging leaders, shaping policy and driving action, we're helping business to seize opportunities in the transition to a zero carbon economy.