



JOB TITLE: Media Messenger

REPORTS TO: Co-Directors for The Otesha Project (Australia) – info@otesha.org.au

JOB SUMMARY

The role of the media coordinator is to help spread the Otesha (Aus) tentacles far and wide around Australia, and internationally. The inspiration of this role is to build an awareness of Otesha and the ideas and services we provide to the greater community, with the help of all forms of the media (radio, television, print and internet). These include our up coming funky regional bicycle tours, brand new Melbourne Sustainability Workshop program and our awesome events. If you think you have some of the skills and most importantly the passion for our sustainability messages, and desire to take on a rewarding challenge, then this job could be for you!

DUTIES & ESSENTIAL JOB FUNCTIONS

The following outlines the roles that will be required to be enthusiastically carried out:

Responsibilities

1. Add to our existing data base of media contacts (newspapers, magazines, TV stations, radio stations, internet newsletters and other online publications) relevant to the Otesha programs taking place over the coming months
2. Assist with the development of press releases and liase with media contacts relevant to the activities of Otesha at the time (for example regional cycle tours and fundraising events)
3. Communicate on a weekly basis with the Co-Directors regarding the status of strategic media planning, projects etc.

Key Selection Criteria

- Demonstrate skills or interest in journalism, public relations and/or marketing
- Some knowledge of the media and some experience working in the media sector, an advantage
- Demonstrate the ability to manage and prioritize a range of tasks to meet competing deadlines, develop creative solutions, deliver agreed outcomes and work effectively both autonomously and within a team
- Passion and drive for a sustainable future

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General Skill Requirements

- Keep up to date with current sustainability issues and action, nationally and globally
- Being an active role model on sustainability issues
- Knowledge of consensus – Read about and use when working with other members of Otesha
- Abide by policies of The Otesha Project (Australia)

Required Licenses / Certifications

N/A (Although a valid Working with Children's Check an advantage)

Other demands

Work is primarily sedentary in nature, no special demands are required

This job will further your skills in working in a collaborative grassroots team based in downtown Melbourne. We really appreciate all the energy that past volunteers have put into our organisation and would love to receive your application.

Specifics

A one page cover letter and resume should be sent to applications@otesha.org.au with the subject "**Media Coordinator Position**". Please direct all questions to applications@otesha.org.au or by calling Kate at 0420 715 580. **Application Closing Date: July 24, 2009**

Applicants are preferred to be between the ages of 18 – 35. The Otesha Project (Australia): Cycling for Sustainability is an equal opportunity employer.