

## Position Description: CAPHIA Coordinator

Remote/virtual/work from home

<b>POSITION:</b>	CAPHIA Coordinator
<b>FTE AND TERM:</b>	Casual, up to 25 hours per week, fixed term until June 30th 2026, with the possibility of extension
<b>LOCATION:</b>	Virtual / Work from Home – anywhere within Australia
<b>REMUNERATION:</b>	The rate of pay is \$38 - 40 per hour, inclusive of casual loading; plus 11.5% superannuation plus a weekly \$65 remote working stipend.

### ABOUT CAPHIA

CAPHIA is the peak body that represents public health in universities that offer undergraduate and postgraduate programs and research and workforce development in public health throughout Australasia. Our members across Australia, New Zealand, Fiji and Papua New Guinea includes universities and affiliate organisations that closely align with CAPHIA’s vision, mission and objectives. CAPHIA was founded in 2011 with a mission of advancing Public Health Education, Research and Workforce Development. CAPHIA enacts this through professional development programs, advocacy initiatives and strategic partnerships and networks.

CAPHIA’s purpose is to:

- maintain high quality academic standards in the education and development of public health practitioners and researchers,
- lead and represent public health education in the tertiary education sector, and
- be a respected voice and advocate for the development of public health professionals and researchers.

### ABOUT THE ROLE

The CAPHIA Coordinator is responsible for providing high level support to the Executive Director of the Council of Academic Public Health Institutions Australasia (CAPHIA), and to enable key operations of CAPHIA. The incumbent works closely with the Executive Director to deliver a varied portfolio which drives, informs and supports the work of CAPHIA. This position focuses on:

- Marketing and Communications
- Event and Executive Support
- Membership Services

To be successful in this role the position holder will work collaboratively in a small team environment to assist CAPHIA in meeting its mission and goals by providing high quality member support through a variety of mechanisms.

## CORE RESPONSIBILITIES

### Marketing & Communications

*Our ideal candidate.... is a visual communications superstar to promote academic public health, our members & CAPHIA initiatives*

1. Creation of professional marketing and promotional materials to support CAPHIA programs and initiatives that embodies the CAPHIA voice and values.
2. Development of communications to members and the broader community including monthly newsletter and weekly social media content.

### Event and Executive Support

*Our ideal candidate.... is obsessive with details and the customer journey to run great events*

3. Organise CAPHIA events (face-to-face and virtual) include planning, logistical and operational support, and participation at events.
4. Provide relevant administrative, project and executive support to the Executive Director.

### Membership Services

*Our ideal candidate.... uses their rapport-building and organisational skills to consistently deliver*

5. Assist the Executive Director manage CAPHIA Governance groups/committees, working with Chairs to develop the agenda and coordinating logistical arrangements and communications pre and post meetings.
6. Respond to membership enquiries and coordinate membership details, evaluation and reporting.
7. Undertake other tasks and projects that may be directed by the Executive Director that are within the scope of this role.

## SELECTION CRITERIA

### Required

1. Strong track record of preparing a range of written professional communication including social media, reports, newsletters etc. and familiarity with Canva, Mailchimp (or equivalent).
2. Project and/or event coordination, including demonstrated ability to work under pressure and manage competing priorities.
3. Excellent communication skills, initiative and demonstrated ability to work in a flexible manner as part of a small team.
4. A strong customer service focus, interpersonal skills and experience working with a range of professionals.
5. Superior administrative and organisational skills including scheduling meetings and events, minute-taking and committee paper development.

### Highly Desired

6. Tertiary qualification in public health, project or event management, communications, education, or other relevant areas and/or equivalent experience in related sector/s.
7. Experience in working in membership services, events or communications in the health and/or university sector.