



KEY ROLE DIMENSIONS

ROLE	Engagement Coordinator
REPORTING TO	Director, Engagement
DIRECT REPORTS	0
LOCATION	Sydney, New South Wales
TERM	Permanent, Full Time

ROLE CONTEXT

The Ethics Centre (TEC) is a unique, Australian-based not-for-profit which works to place ethics at the centre of everyday life. It supports individuals and organisations to address complex ethical issues and stimulates public engagement through flagship programs like the Festival of Dangerous Ideas (FODI). It remains the only organisation in the world providing practical guidance on complex ethical issues across the full spectrum of society.

PRIMARY PURPOSE OF THE ROLE

We are seeking an enthusiastic and proactive Engagement Coordinator to support the promotion of The Ethics Centre's brand, content, services, initiatives, events and purpose. In this role, you'll be helping manage our incoming enquiries, build our digital engagement with audiences through social media and email newsletters, manage our audience databases, and help us deliver campaigns that engage our audiences and increase the public awareness of the role of ethics in everyday life.

To ensure success, you will need strong communication skills and an awareness of the digital environment across web, email marketing and social media. You will have experience managing databases (ideally in a CRM) and compiling data to provide regular reporting and insights. Highly organised, you will be a team player and solutions-focussed. Experience and expertise in design, including the proficient use of programs such as the Adobe suite or Canva, will be highly advantageous.

This role sits within the Engagement portfolio which covers marketing, communications, donor and member-relations and content generation across The Ethics Centre and its various departments and initiatives. Initiatives range from education services to consulting services across industries to public programs such as *The Ethics of* series and *Festival of Dangerous Ideas (FODI)*.

KEY ACCOUNTABILITIES

- Assisting with social media community management and content generation for all channels, including using tools such as Sprout



- Website content coordination, including uploading new content, updates, search optimisation and structural improvements
- Supporting promotional and media campaigns as required
- Managing email newsletter writing and distribution, including drafting targeted content for audiences and managing databases of subscribers reporting
- Media monitoring and reporting
- Providing support at events, including generating social media content, box office support, invitation distribution, assisting with suppliers such as photographers and caterers, and supervising media
- Provide design and production support as needed including web content, videos, audio recordings, presentations, reports and corporate materials
- Maintaining accurate database of audiences (such as subscribers, ticket buyers, members and donors) in a CRM, including running reports and data analysis as needed
- Coordinating online and/or in person meetings of members or donors as needed
- General support for the Engagement team, including budget tracking, invoicing, reporting and managing incoming email enquiries including from member and donors

KEY WORKING RELATIONSHIPS

The Engagement Coordinator reports to the Director, Engagement.

The role will involve frequent collaboration with key internal stakeholders across the organisation and will work closely with the Content and Communications Manager, Digital Engagement Specialist, Head of Public Programs and Youth Engagement Coordinator.

SKILLS, KNOWLEDGE AND EXPERIENCE

As Engagement Coordinator your ideal skills, knowledge and experience should include:

- Bachelor's Degree in Communications, Journalism, Marketing, Digital Media or related field, or equivalent
- Minimum 2 years' experience in a similar role
- Excellent written and verbal communication skills
- Experience with data management, reporting and analysis, including experience with CRMs (eg Salesforce), ticketing systems, as well as excel or similar
- Ability to create and maintain content and functionality on website and digital platforms, including experience with Wordpress or other CMS
- Experience with email marketing platforms (eg Campaign Monitor)
- Experience or interest in executing and managing paid/ organic social media strategies across channels
- A proven ability to meet deadlines and an impeccable attention to detail
- Knowledge of SEO, SEM best practices



- Experience using Microsoft suite and Photoshop. Experience with InDesign and Canva would be advantageous.
- Organised and flexible
- Personable, with a commitment to high levels of customer service
- Collaborative approach to working as part of a small, dynamic team
- An interest in ethics

WHAT WE OFFER

- Salary \$70k + super full time contract
- Flexible working from home and office days
- Opportunity to have broad impact
- Part of a small, highly engaged and collaborative team

The Ethics Centre is an equal opportunity employer committed to creating an inclusive workplace that values diversity of backgrounds, experiences, and perspectives. Applicants must be based out of Sydney, NSW, and have the right to live and work in Australia.

TO APPLY

To express interest in this role, please email your Cover Letter and CV to communications@ethics.org.au addressing these points in the Cover Letter (max 2 pages):

- What you can bring to the role
- Why ethics is a passion of yours
- A work project you are most proud of
- How you work in a team
- Anything else you think we should know

Applications close 5pm, Monday 1 December 2025.