



POSITION PROFILE MARKETING AND MEMBERSHIP OFFICER

BACKGROUND

The South East Queensland Indigenous Chamber of Commerce Inc. (SEQICC) is seeking to appoint a Marketing and Membership Officer initially on a part-time basis (up to 21 hours per week) to its headquarters in South Brisbane. There is scope for this role to become a full-time role in the near future.

The position of Marketing and Membership Officer offers exposure to the diverse full portfolio of marketing related activities and would suit an energetic and passionate professional with formal marketing qualifications or equivalent professional experience. It is envisaged that applicants would have a minimum of three years experience in a similar role.

SEQICC offers flexible employment arrangements. On-site car parking is available.

ABOUT SEQICC

The South East Queensland Indigenous Chamber of Commerce (SEQICC) is the leading Indigenous business membership organisation and was established in 2006. It is responsible for fostering trade, building capacity, representing the views of Indigenous business owners and promoting wealth creation.

SEQICC was formed in 2006 by a group of visionary Indigenous business leaders who wanted to see Indigenous business owners come together and share their knowledge.

SEQICC is closely affiliated with other regional Indigenous chambers of commerce, Indigenous business networks and Indigenous business associations and is a member of the Indigenous Business Council of Australia. SEQICC's membership represents Indigenous business owners who operate in almost every industry sector across Australia.

THE POSITION

The position of Marketing and Membership Officer reports directly to the CEO and is based in South Brisbane. The Marketing and Membership Officer is an autonomous position which requires competency and confidence to undertake the broad port-portfolio of marketing related activities and would suit an energetic and passionate professional with formal marketing qualifications or equivalent experience in a similar role.

The Marketing and Membership Officer is responsible to the CEO for the following duties. You will need to possess the experience and skills to undertake the following tasks:

- Assisting with the development, implementation and reporting of the SEQICC marketing plan;
- Evaluating all SEQICC activities;



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- Maintaining the SEQICC Style Manual;
- Ensuring all SEQICC marketing materials are kept at agreed levels;
- Coordinating the SEQICC social marketing requirements;
- Undertake marketing research;
- Maintaining current the single SEQICC database;
- Attending to membership enquiries;
- Maintaining current the SEQICC Members register;
- Updating the Indigenous Business Directory;
- Updating the SEQICC Website;
- Assisting with the development, implementation and reporting of the SEQICC communications strategy;
- Media management and preparation of media releases;
- Production of the SEQICC monthly e-newsletter;
- Production of the SEQICC annual report;
- Preparation of general correspondence;
- Organise SEQICC events and functions;
- Keep current the SEQICC event and training calendar;
- Maintain key SEQICC registers

OTHER REQUIREMENTS

The successful applicant will require a current Queensland drivers licence and reliable transport. There will be occasional requirements to attend after hours meetings and travel intrastate.

CONDITIONS OF EMPLOYMENT

A competitive salary package based upon experience will be negotiated with the successful applicant and will include salary, superannuation and car parking.

HOW TO APPLY AND CLOSING DATE

Written applications comprising a covering letter briefly addressing the above requirements of the position together with a current resume including contact details of two referees should be emailed to geoff@seqicc.com.au by 5pm on Tuesday 18 June 2013.

FURTHER INFORMATION

Please do not hesitate to contact the CEO, SEQICC, Geoff Riddell on 0499 737 422 or by email to geoff@seqicc.com.au