



Marketing and Communications Coordinator (Full Time)

- Leading State Sporting Association
- High performing and energetic team
- Offices located in South East Melbourne

Golf Victoria (GV) is responsible for the governance of golf in Victoria. GV is currently seeking a Marketing and Communications Coordinator to join the team. This position will be suited to someone who has a passion for working in sport.

Reporting to GV's Marketing and Communications Manager, you will be responsible for playing an integral role in achieving the organisation's strategic plan goals. In addition, you will be required to assist in delivering the Oates Victorian Open – GV's Professional Golf Tournament for Men and Women.

Key areas will be communications, digital, marketing and commercial sponsorships.

Examples of the types of tasks that will be attached to the role:

Communications

- Write media releases and special interest articles
- Assist staff in communicating to current GV members and potential future golfers
- Produce GV e-newsletters

Digital

- Website management
- Content creation including use of Photoshop and video editing software
- Social media content and monitoring
- Digital and social media advertising

Marketing

- Provide direction to various GV departments in relation to marketing events and programs
- Assist in delivering Playgolf WEEK, a national initiative to promote the sport
- Marketing the Oates Vic Open (this includes a strong event management component)

Commercial sponsorships

- Service current GV and Oates Vic Open sponsor obligations
- Actively source new commercial opportunities for different GV properties
- Assist in new business opportunities

Ideally you will be tertiary qualified in marketing and/or communications. You will possess exceptional communication skills both written and verbal, and have knowledge of digital marketing including social media.

It is essential that you have a willingness to adapt to a fast paced environment and have exceptional time management and organisational skills. You will need the ability to multi-task whilst working effectively in a team environment.

Please submit your resume and letter of interest to the email address below. Please note you must have Australian working rights to be considered for this opportunity.

greg.oakford@golfvic.org.au

Applications close on **Friday 6 March, 2015.**