



**Title: Events and Communications Associate**

**Key Responsibilities**

- Produce and create digital Web and print marketing material e.g. event posters, reports, flyers, web banners, signage, brochures, newsletters, invitations etc
- Generate creative ideas for marketing and promotional initiatives
- Updating the AustCham website as required
- Assist in producing AustCham's weekly Electronic Direct Mailing and monthly newsletter
- Updating AustCham official WeChat
- Podcast pre- and post-production; conceiving of, recording, editing and publishing pieces of interest to members
- Representing AustCham at Chamber and member company events

**Qualifications Required**

- Design experience using Adobe Creative Suite (Photoshop, Publisher, InDesign, Illustrator)
- Strong creative graphic design skills and knowledge of current digital design trends
- Excellent verbal and written communication skills in English. Chinese language skills not essential but highly regarded
- Knowledge of CSS, HTML, and experience in WordPress
- Experience in social media channels e.g. LinkedIn, WeChat, Facebook, Twitter etc.
- Background in graphic design, web design, UI design, photography, film, or visual arts preferred
- Photography skills highly regarded
- Strong and flexible work ethic, adept at multitasking and prioritising
- Ability to work independently and to work effectively in a cross-cultural team
- Must be organized and detail-oriented
- Ability to communicate with members and stakeholders in a highly professional and helpful manner

**General Awareness:** Understands the considerations and values of a non-profit, membership based organization. Ability to work in a small team environment, contribute positively to local atmosphere and deliver on job responsibilities

**AustCham China**

Address: Suite 1706-1707, Main Tower, Guangdong International Building, 339 Huanshi Dong Road, Guangzhou 510098, China  
中国广州市环市东路 339 号广东国际大厦主楼 1706-1707 室