



POSITION DESCRIPTION

POSITION: Communications Coordinator

BUSINESS ENTITY: Snow Foundation

REPORTS TO: Marketing and Communications Advisor

Location and Days:

- Hub Hyde Park, 223 Liverpool Street, Darlinghurst
- 4-5 days hybrid (3 days in office)

Snow Foundation is a family philanthropic foundation committed to place, country and community.

We empower communities and back leaders through a holistic, collaborative approach to achieve meaningful social change. Our focus spans five interconnected themes — Gender, First Nations, Youth, LGBTIQ+, Community, underpinned by Ecosystem. We respond to community needs in Canberra, the NSW South Coast and Sydney, while supporting national efforts that tackle entrenched disadvantage and injustice.

We are completing a five-year growth strategy designed to progressively increase annual giving. In 2024/5 the Foundation's total giving was \$13.7M - through 167 grants to organisations and 271 individuals. As well as place-based and national granting efforts, we deliver capacity-building programs such as the Snow Entrepreneurs-fellowships for social change and Lead the Way – a leadership development program for for-purpose leaders.

Learn more about Snow Foundation:

 [Snow Foundation website](#)  [Facebook](#)  [Instagram](#)  [LinkedIn](#)

Who we are looking for

We are seeking a dynamic and motivated Communications Coordinator to support the Foundation's communications and events. This role will work closely with and report to the Marketing and Communications Advisor to deliver high-quality content, co-ordinate events, and ensure the Snow Foundation's brand and voice are consistently represented.

This is a great opportunity for an early-career communications professional who thrives in a fast-paced, purpose-driven environment and is passionate about social change.

Main Duties:

Content

- Draft and schedule content across websites, social media, newsletters to grow engagement and build organic reach.
- Write short and long format copy for a range of stakeholders. Internal: Canberra Airport Group, Board, next generation of Snow family. External: Grantees (partners), Sector – philanthropy & collaborators, Government.
- Assist in maintaining a content calendar and ensuring timely delivery of posts and campaigns.
- Assist with stakeholder letters, including Government.
- Support the creation of visual assets by adapting existing templates and creating new materials as needed (Canva, PowerPoint, basic photo editing).
- Monitor digital analytics and engagement across channels to inform improvements.

Communications Support

- Assist with media releases and briefing materials for PR agency.
- Assist with production of Annual Report – work in with design agency for production.
- Proofread and edit communications to ensure accuracy, clarity and alignment with brand style.
- Help maintain contact lists, distribution systems and find new ways to segment and optimise them.

Events Management – approximately 10% of role

- Lead and support event planning, coordination and promotion, including logistics, invitations, registrations, run-sheets, collateral and on-the-day delivery.
- Prepare and brief speakers, manage stakeholder engagement, and capture event content, including coordinating photographers and videographers for communications use.

Events may include:

- Film screenings
- Lead the Way leadership program
- Workshops and partner events

Skills

- Relevant tertiary qualification in communications, marketing, PR, or related field.
- 2+ years' experience in communications, events, or digital media (internships and volunteering valued).
- Excellent written and verbal communication skills, with attention to detail.
- Strong organisational and time-management skills, with ability to juggle multiple tasks.
- Proficiency in Microsoft Office and Canva; familiarity with Campaign Monitor, WordPress or similar is desirable.
- Comfortable working independently and collaboratively within a team.

Attributes:

Passion for Social Impact

Demonstrate a genuine commitment to making a positive difference in the community and an interest in how philanthropy can address social challenges.

Interpersonal Skills

Strong interpersonal and relationship building skills, along with the ability to connect with individuals from diverse backgrounds, understand their perspectives and build trusting relationships. Demonstrate an inquisitive nature with a willingness to learn and stay updated on emerging trends, best practices and evolving dynamics within the communications and for-purpose sector.

Presentation and Image

Professionally presented and have a clear understanding that they are always representing the Snow Foundation.

Snow Foundation Values

Positively follow Snow Foundation values to ensure culture is maintained as a family-owned, positive, professional philanthropic foundation.

The values are:

- ***Humility*** – we recognise the expertise of our partners and help them achieve great things.
- ***Social Justice*** – we uphold principles of equity, inclusiveness, and fairness.
- ***Collaboration*** – we are engaged with our partners and our community and work together supportively.
- ***Empathy*** – we strive to understand and share the feelings of others.
- ***Transparency*** – we share our learnings and promote shared intelligence.

Team Player

Demonstrate teamwork skills with internal and external stakeholders associated with the Foundation. This includes pitching in when required, providing support to other team members and showing equal respect to your colleagues and other team members. The role will develop and foster positive internal and external relationships to manage ad-hoc duties and tasks as directed by their manager and the Snow Foundation team.

Delivery of Service

Ensure the highest quality and responsive delivery of service to the community, partners and advisors.

Confidentiality

The role requires handling of sensitive information of the Foundation, members and partners and will not divulge any confidential information to any third party or other employee unless directed to do so by their manager.

Target Safety – Aim High

Snow Foundation employees have a duty to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as they are able, with any reasonable instruction that is given by Snow Foundation to allow it to comply with its work, health and safety obligations.
- Co-operate with any reasonable policy or procedure of The Snow Foundation relating to work health and safety.
- Follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.

Risk management

All Snow Foundation employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of the Foundation.

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to your manager and/or Risk Management Committee as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.