



# The Moreton Bay Foundation

## Administration & Communications Officer (Full-Time)

### About The Moreton Bay Foundation (TMBF)

The Moreton Bay Foundation (TMBF) exists to turn knowledge into collaborative action for a sustainable Moreton Bay. Our vision is a thriving and healthy Moreton Bay for nature and people.

TMBF's strategic goals are:

- *Awareness* – to raise community and stakeholder awareness about the health of Moreton Bay and the impacts of sedimentation.
- *Agency* – to provide information and tools to support the community to be the voice of the Bay to reduce sedimentation.
- *Influence* – to work with decision-makers to provide timely evidence-based advice to inform policy and investment.
- *Viability* – to strengthen TMBF's financial and operational capacity for sustained impact.

### The Opportunity

We are seeking an organised, proactive and creative **Administration & Communications Officer** to support the day-to-day operations and digital communications of The Moreton Bay Foundation.

This is a hands-on, multi-functional role that supports the CEO and a small but active team across administration, communications, and events.

### Purpose of the Role

To provide **administrative, communications** and **event support** across the organisation, ensuring TMBF's activities and stakeholder engagement are professional, effective and well recognised across the SEQ community.

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## Key Responsibilities

### Administration & Operations

- Manage general enquiries and provide administrative support to the CEO and Fundraising Manager
- Maintain organised records, files and internal systems
- Assist with meeting and event logistics and follow-ups

### Communications & Content

- Maintain and update the TMBF website (WordPress), including blog posts and new pages



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- Develop and schedule content for social media and newsletters
- Draft engaging articles and news content
- Ensure consistent tone, messaging and brand presentation across all channels

## **Design & Visual Materials**

- Create clear, engaging materials using Canva (or similar), including social media graphics, reports, presentations and stakeholder materials
- Maintain visual consistency across all outputs

## **Event & Meeting Support**

- Provide administrative support for meetings and small-scale events (primarily online, with limited in-person events each year)
- Manage invitations, RSVPs and attendee communications
- Book venues, catering and suppliers as directed
- Prepare materials and provide basic logistical support, including post-event follow-up

## **CRM & Campaign Support**

- Maintain a simple CRM system for members, donors and subscribers
- Support mailing lists, segmentation and data accuracy
- Assist with delivery of email campaigns, invitations and fundraising communications in collaboration with the Fundraising Manager and CEO

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## **About You**

You are highly organised, capable and self-directed, with the ability to manage a varied workload across administration, communications and events.

You bring a positive, “can-do” approach and are comfortable taking ownership of tasks, learning new tools and making things happen without continual direction. You thrive in a small team environment where flexibility and initiative are essential.

## **Essential Skills & Experience**

- Experience in administration, communications, events or similar roles
- Strong digital literacy, including confidence navigating platforms such as Teams and Google Workspace, and independently managing tasks such as scheduling, coordinating and recording online meetings
- Strong organisational and time management skills



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- Excellent written communication skills, with the ability to translate complex information into clear, engaging content
- Proficiency with platforms such as:
  - WordPress or similar CMS
  - CRM systems
  - Email marketing platforms
  - Canva or similar design tools
- Ability to manage multiple priorities, navigate systems and meet deadlines

## Desirable

- Experience in a not-for-profit or environmental organisation
- Knowledge of marine and/or environmental conservation sector an advantage
- Familiarity with cloud-based tools (e.g. Google Workspace, Google Analytics, email marketing platforms)

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## Salary & Conditions

This is a full-time role, with a salary in the range of **\$75,000–\$80,000**, depending on experience.

Flexible working arrangements are available.

## Working at TMBF

The Moreton Bay Foundation is a small, collaborative organisation. We are recruiting for two roles, concurrently, and while each position has a clear focus, we are seeking individuals who are comfortable working with the flexibility to support different priorities as needed.

You will work closely with the Board, CEO and Fundraising Manager to fulfil TMBF's current objectives, based on team strengths, timelines and organisational priorities.

## Why Join Us?

- Work at the centre of a purpose-driven organisation
- Diverse, hands-on role with real impact
- Opportunity to grow across communications, events and operations

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## How to apply

Please submit your CV and a short cover letter (1–2 pages) outlining your interest and relevant experience to [admin@moretonbayfoundation.org](mailto:admin@moretonbayfoundation.org)



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**Applications close:** 11.59PM, APRIL 30

We are a small, purpose-driven team and are keen to move quickly to bring the right people on board. We will begin reviewing applications and conducting conversations with shortlisted candidates as they are received.

This means we may progress suitable candidates through the process prior to the closing date. **The position may close earlier if a suitable candidate is identified.** All applications received prior to an offer being made will be considered.

We encourage interested applicants to apply as soon as possible.