

Read the Play



Mental Health is a Team Sport

FOUNDING PARTNER



Communications Assistant (volunteer/internship) Position Description

Section	Description
Title	Communications Assistant (internship)
Reports to	General Manager
Direct reports	Nil
Core purpose	The Read the Play (RTP) Communications Assistant works with RTP staff to develop and execute social media and communications strategies.
Responsibilities and duties	<p>Social Media</p> <ul style="list-style-type: none">• Assist in the development of the annual social media calendar/plan• Uncovering ideas and topics to create relevant content.• Market research to uncover trends• Social media scheduling• Monitoring of social channels• Keep across emerging trends across social media platforms <p>Communications</p> <ul style="list-style-type: none">• Construct media releases.• Write content for the RTP website• Develop EDMs on a monthly basis <p>Strategy</p> <ul style="list-style-type: none">• Assist with marketing and communications strategies for 'Sock it to Mental Illness' and Read the Play Round (4, 5 & 6 August) <p>Events</p> <ul style="list-style-type: none">• Assist with RTP functions including the annual fundraiser breakfast on 4 August <p>General</p> <ul style="list-style-type: none">• Carry out other specific projects/duties to support the RTP services as specified by the General Manager or Education & Programs Coordinator• Contribute to a positive culture at Read the Play.
Skills and attributes	<ul style="list-style-type: none">• Studying communications, health promotion or other relevant area.• Social media knowledge• Interest in health/education and services available to support young

	people. <ul style="list-style-type: none">• Excellent people skills• Excellent verbal and written communication skills.• Interest in the youth mental health and wellbeing sector.
Other	<ul style="list-style-type: none">• Current Working With Children Check