

Campaign Assistant

About the team

The Campaign Engagement Team is responsible for coordinating support for the campaigns that Climate 200 is backing.

The team's objective is to make Climate 200 as useful as possible to the campaigns we support. Engagement starts with assessing campaigns for funding, recommending partnerships, and overseeing funding arrangements. From there the team enters into a close partnership: listening to campaigns, anticipating their needs, and building the connections, processes, and infrastructure required for them to succeed at the upcoming federal election.

About you

You are an early career professional with well-honed technical skills who is looking for the opportunity to broaden your horizons and make the world a better place. Your expertise could include any of:

- **Data management and analytics**, able to interpret quantitative social research and analyse engagement and reach
- **Communications and engagement**, able to design and deliver cut-through messages and build engagement in the context of a political campaign
- **Digital promotions and advertising**, able to use a wide range of digital channels to reach targeted audiences and to train and support others to build digital outreach
- **Financial management and administration**, able to support an active grants program and to track and manage money in real time using a broad range of platforms.

Whatever your specialty, you are ready to join a fast-paced team and experience the unique energy of a community-driven election campaign.

Climate 200 is small and entrepreneurial, which suits your proactive and flexible approach. You enjoy being part of a nimble and creative team, and you know how to get things done under pressure. Your interpersonal skills are excellent, and you are ready to work with a wide range of people across a diversity of political viewpoints to achieve a shared goal.

Most importantly, you are fired up to help elect fresh independent voices who stand for cleaning up politics and supporting the science on climate change.

What the Campaign Assistant does

Technical expertise

You are an expert in your field who can deliver high quality results in dynamic, fast-paced work environments, regardless of pressure.

Building relationships

You build strong, respectful, and productive relationships with staff, volunteers and a wide range of people with a diversity of political viewpoints

Accessing networks of support

You connect actively with networks of contractors and experts across web, design, media, research, organising and more, working together to support campaigns with the resources they need.

Mentoring and developing skills

You understand that our role is to enable and facilitate campaigns, not to direct them; you listen to local campaigners and help Climate 200 to add value respectfully and responsively.

Getting great value

You are committed to achieving great value for donors' contributions and delivering great professional services for Climate 200 and associated campaigns.

Volunteer power

You channel non-financial offers of support from the Climate 200 community effectively to where they can have the most impact.

Employment arrangements

Timing ASAP until 30 July 2022

Location We have a Sydney office but will consider remote work from anywhere in Australia

Hours Full time 38 hours per week (negotiable). Weekend and evening work will be required, with flexible working conditions.



Salary \$60,000 - \$95,000 (depending on skills and experience) + super pro rata for the period of employment

Required Ability to travel within Australia