



Position Description: Associate – Communications and Marketing

Background

This national role reports to the Associate Director – Digital Communications and Marketing. Working as part of GRACosway's Marketing team, the role involves close collaboration with colleagues in each of the firm's eight offices.

Key responsibilities

1. Marketing and digital communications support

- Contribute to the development of digital marketing content, including e-newsletters, infographics, LinkedIn graphics and other marketing collateral
- Design and draft PowerPoint presentations for board meetings, client presentations and business development meetings
- Manage a library of marketing assets, including staff photos, biographies, document templates and GRACosway's corporate style guide
- Review, edit and format written documents for senior colleagues and clients, including detailed reports and presentations
- Play a lead role in developing GRACosway's internal and external communications, including:
 - Writing the internal weekly staff bulletin, including sourcing content for the CEO's bulletin message and gathering inputs from across the team
 - Collaborating with colleagues to source and draft content for GRACosway's LinkedIn page
 - Coordinating contributions to the Clemenger Group weekly newsletter and intranet
 - Drafting website content and coordinating website updates

2. Proposal development and new business activities

- Develop new business proposals and pitch documents according to a brief, including research, drafting, editing and design
- Draft materials to showcase GRACosway's experience and service offering, including brochures, case studies, capability statements and other collateral
- Contribute to GRACosway's response to formal requests for proposals (RFPs), including gathering and collating inputs from colleagues

3. Planning, reporting and administration

- Attend whole-firm meetings to gather updates for internal and external communications
- Prepare quarterly data and analytics reports for the Management Team, including gathering and collating data
- Provide support with event management, as required
- Assist with general office administration responsibilities, as required