



Position Title	Communications member - Young Alumni Network Executive Committee
Reports to	Chair, ECU Young Alumni Network
Department	Edith Cowan University Alumni Relations
Location	Perth, Western Australia
Remuneration	Voluntary
Time Commitment	4 hours per month

Communications member - Young Alumni Network Executive Committee

Role

The communications executive committee member is responsible for developing communications for the ECU Alumni Relations Officer to send to young alumni, managing the ECU YAN LinkedIn page, and generating ideas and strategies to increase the profile of YAN and promote YAN events and activities. The communications member leads the development of YAN communication plans, identifies communications opportunities, and provides recommendations on communications policies to the committee and ECU Alumni Relations Officer. The communications member may also liaise with student organisations, university bodies, and partners/sponsors to inform and develop communications plans and strategies.

As a member of the Young Alumni Network Executive Committee the communications member must contribute to the planning and delivery of YAN events, promote YAN to the ECU community, and be involved in setting the strategic direction of the network.

Skills

- Strong communication skills
- Proficient with social media
- Organised
- Reliable
- Background or experience in a communications or marketing-related field is advantageous but not required

What You Will Gain

- Exposure to the Alumni network and ECU's broad alumni support environment;
- Work in partnership with University bodies, successful alumni and distinguished individuals;
- Contribute to the voice of the various alumni groups within ECU, including the Young Alumni Network's new joiners from each year's 2 graduating cohorts;
- Develop professional skills and gain valuable experience to be applied throughout your career;
- Opportunity to work with like-minded young professionals and meet inspiring individuals to build and enhance your networks;
- Evolve your capacity to work within a dynamic team on the ground and within a young and growing university network collaborating across diverse areas.

Term

Min 1 yr. role (with option to renew)

Meetings and events

Committee meetings are generally held every two months, at a location to be decided by the committee. Typically, the YAN holds four events/activities per year and an Annual General Meeting.