



An Australian Government Initiative



NORTHERN RIVERS

Job Title: Administration, Communications and Project Support Officer

Location: Flexible (Northern Rivers region preferred)

Employment Type: Full time – 12 month contract

Salary: Commensurate with experience

About Us

Regional Development Australia (RDA) Northern Rivers plays a pivotal role in strengthening our region by driving sustainable economic development, attracting investment, and fostering collaboration across all levels of government, business, and the community.

Our region stretches from the Queensland border to south of the Clarence River and includes the seven local government areas of Tweed, Byron, Ballina, Kyogle, Lismore, Richmond Valley, and Clarence Valley.

As part of a national network of 50 RDA committees, we are funded through the Australian Government's Regional Development Australia initiative, working to unlock regional potential across Australia.

Position Overview

We are seeking a motivated and detail-oriented **Administration, Communications and Project Support Officer** to join our team. This role is ideal for someone who enjoys variety, is highly organised, and has a flair for clear, engaging communication.

The successful candidate will play a key role in supporting the smooth day to day operations of RDA Northern Rivers, while also coordinating internal and external communications, including newsletters, website content, and social media.

Key Responsibilities

Administrative Support

- Provide general administrative support including document preparation, filing, data entry, and record management
- Answer and direct phone and email enquiries professionally and efficiently
- Maintain and update organisational databases and spreadsheets
- Assist in the preparation of reports, presentations, and correspondence
- Coordinate office supplies and maintain inventory records

Communications Support

- Maintain and update the RDA Northern Rivers website with fresh, relevant content
- Collate and distribute regular e-newsletters to stakeholders and partners
- Create and schedule engaging content across social media platforms
- Support the development of communications materials including media releases, stakeholder updates, and marketing collateral
- Contribute to the consistent and professional presentation of RDA's public-facing communications

Projects Support

- Provide project and administrative support for The Welcome Experience, assisting Local Connectors with the coordination and delivery of program activities.
- Coordinate stakeholder engagement, including liaison with councils, employers, community partners and NSW Government agencies, and support meeting and event logistics.
- Maintain accurate project records, databases and documentation, including data collection, monitoring and reporting against program requirements.
- Support operational initiatives that contribute to the attraction, settlement and retention of essential workers across the Northern Rivers region.

Skills and Qualifications

Essential:

- Demonstrated experience in communications, including newsletters and social media, including LinkedIn, Facebook and Instagram
- Excellent written and verbal communication skills
- Strong organisational and time management abilities
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- High attention to detail and accuracy
- Ability to manage multiple tasks independently and meet deadlines
- A positive, can-do attitude with a proactive approach to problem-solving

Desirable:

- Previous experience in an administrative support role
 - Experience using email marketing tools (e.g., Mailchimp or similar)
 - Familiarity with website content management systems (e.g., WordPress)
 - Understanding of basic graphic design tools (e.g., Canva)
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What We Offer

- A collaborative, supportive work environment
 - Flexible working arrangements to support work life balance
 - Opportunities to grow your skills across both communications and administration
 - A chance to contribute to the economic resilience and success of our vibrant Northern Rivers region
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