



spacecubed

MARKETING COORDINATOR

Organisation name: Spacecubed

Location: FLUX 191 St Georges Tce Perth WA 6000 and Riff 45 St Georges Tce Perth WA 6000

Position Type: Full time position

Start date: Immediately

About the position

You are a proactive marketer who is not just about selling a product, but about advocating our community as well. You are able to help build a brand, manage our social media, and produce content to showcase the incredible things that are happening here in Perth - plus, you do it all with an awesome attitude.

You are responsible for ensuring our communications are efficient, concise, and delivered on schedule, and have a solutions-focussed approach to help optimise opportunities.

Role specific responsibilities:

- Assisting the sales team in achieving revenue targets for recurring memberships and events at Riff and FLUX
- Helping to drive new member enquiries
- Monthly and weekly reporting
- Data tracking & analytics
- Working with the Sales & Events teams to identify potential campaign ideas to attract new members
- Providing feedback from campaigns to help refine our offerings
- Assist with training any future marketing staff
- Cover socials for networking events, internal & external, occurring at the spaces
- Management of social media across 8 channels and 4 brands
- Content generation of 6 online articles per month (approx 500 words)
- 1-2 Press releases per month
- Ensure all communications are on brand

Additional responsibilities

- Back-up hosting (infrequent) - Answering phone enquiries, greeting members, general hosting duties
- Identifying possible businesses partnership opportunities for the broader Spacecubed business

- Leading by example with personal presentation and conduct
- Liaise with other team members to ascertain marketing opportunities within the community

Skills and Experience

- Minimum 2 years marketing experience
- Marketing planning experience
- Confident with learning new computer programs
- Adaptable work style
- Autonomous self-starter

You do not need IT experience for this job, but you **must be comfortable** with software tools and ready to learn new systems.

About Spacecubed

Spacecubed is a Social Enterprise, designed to support 100,000 changemakers by 2025. We achieve this through inspiring and collaborative spaces. Our entrepreneurial hubs, programs and events move people from ideas to action. Tackling some of the big social, environmental and economic challenges of our time.

This position offers the right candidate an excellent opportunity to be part of something incredible, meet many amazing people and apply your skills to positive social change throughout the state.

We are an equal opportunity employer and strongly support applications from diverse backgrounds and communities.

To Apply : Submit your resume and a cover letter here - spacecubed.wufoo.com/forms/apply-for-a-position-at-spacecubed/

Please include in your cover letter a short paragraph as to why you think you would be a great fit for this role and how you can help grow our community.

Job Type: Full-time

Salary: \$55,000.00 to \$75,000.00 /year + bonus dependant on experience