

Communications Coordinator (Maternity Leave Cover)

Part time (maternity leave cover) role at leading architectural firm with a passion for creating healthy buildings.



We are seeking an experienced and dynamic Communications Coordinator to join our team for a 12-month maternity leave cover – part time, three days a week. Reporting directly to the Business Development and Marketing Directors, you will take the lead in coordinating communications for the studio, collaborating closely with project leaders and directors to develop and maintain marketing materials, while ensuring consistency in messaging across all external communications.

Key responsibilities

Communication:

- Collaborate with DesignInc staff to ensure all communications are well written and consistent with our brand guidelines.
- Contribute to the development of internal and external communication strategies.

Media:

- Participate in the development and ongoing management of the national website.
- Play a key role in the ongoing development of the practice's media strategy.
- Initiate and coordinate media releases.
- Develop and maintain relationships with key media contacts.
- Monitor and address the use (or misuse) of DesignInc work represented in the media.

Marketing:

- Identify and implement award entries.
- Participate in the management of conferences and events.
- Assist with photography coordination and photoshoots.
- Identify and implement advertising opportunities.

Submissions process:

- Assist with submissions preparation and manage multiple deadlines.

Graphic design:

- Contribute to the ongoing management of the national brand guidelines.
- Utilise relevant software (InDesign, Illustrator and Photoshop) to support design needs.
- Demonstrate an understanding of layout composition to maintain DesignInc's design standards.

About you

In this role you will be able to demonstrate:

- Tertiary qualifications in public relations, marketing or communications.
- Proven 3+ years experience in marketing, with a focus on architecture or design sectors.
- Proficiency in key software (InDesign, Excel, Word, Airtable, OpenAsset).
- Strong communication skills and attention to detail
- Ability to collaborate effectively with cross-functional teams, both internal and external.

- Demonstrated ability to manage multiple projects and deadlines.
- Familiarity with digital marketing tools, content management systems, and graphic design software.

Benefits we offer

- A culture of collaboration that strives to support each individual.
- Professional development through a Continuing Professional Development (CPD) program including internal and external training.
- Mentoring programs to support personal and professional growth.
- Access to an Employee Assistance Program and flexible working arrangements.
- Regular social events, team events and work functions.

Who we are

DesignInc is an award-winning architecture practice combining a holistic approach to the built environment with expert knowledge in education, health, community, workplace, residential and urban design. We aim to make a positive difference to the health and happiness of people's lives through the quality of every environment we create.

How to apply

DesignInc is committed to providing Equal Employment Opportunities and invites applications from people of all genders, and cultural backgrounds. Aboriginal and Torres Strait Islanders are encouraged to apply for this role. We seek to foster and grow First Nations' input in our industry through employment opportunities.

Please send your CV, portfolio and a cover letter detailing your relevant experience to:

**Tatiana Doroshenko at careers@melb.designinc.com.au
Applications close Friday 25 April 2025.**

Only those permitted to work permanently with no restriction on hours need apply.

We acknowledge and pay respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.