

Role Title	Associate, Social Programs and Communications (Identified)
Reporting To	Manager, Community Impact
Location	Byron Bay, with Sydney or Perth considered
Role Level	Early Career
Employment Type	Full time, ongoing
Salary Range	Competitive salary package including salary sacrificing of up to \$15,900 per year

About First Nations Economics

First Nations Economics' vision is to walk alongside First Nations communities to achieve their self-determined prosperity. As an Aboriginal-led and Supply Nation registered charity, our mission is to work with partners as independent First Nations economic advisors to achieve the social, cultural and economic sovereignty of First Peoples through policy, evidence and evaluation, in Australia and globally.

We offer professional services on projects that have a net-positive impact on First Peoples and align with our community values, and use the revenue from these services to build prosperity for First Nations. Our model is reflective of the communities we serve: we redistribute 100% of our profits back into the economic development of First Nations communities through our social programs and we work in collaboration with our partners to deliver outcomes for First Peoples, alongside First Peoples, in everything we do.

FNE's services include:

- Public and economic policy;
- Outcomes monitoring, evaluation and reporting;
- Program design and implementation;
- Strategy, co-design and facilitation;
- Business case and evidence development;
- Cost-benefit-analyses, social return on investment and more.

FNE's foundation programs include:

- Our **Leah Armstrong Scholarship Program** for First Nations women studying at tertiary levels;
- Our **Pro Bono Advisory** for First Nations community-controlled organisations and groups;
- Our **education and training** programs.
- Our **advocacy and contribution** to national policy

About the Team

First Nations Economics is led by Associate Professor Rick Macourt (Gumbaynggirr) and Shaun Cumming (Garigal). FNE is overseen by all Aboriginal, majority-female non-executive board, including Chair Professor Sandra Creamer.

FNE is a medium-sized national Public Benevolent Institution with majority First Nations staff located across Australia and in three office hubs (Sydney, Northern Rivers and Perth). We operate nationally, supporting projects across justice, governance, land rights and native title, financial capability, economic evaluation and system reform. You'll join a team committed to excellence, cultural integrity and delivering work that makes a difference.

Primary Purpose of the Role

As an early career Associate you will join a career development pathway that will expose you to the broad operations of the organisation with a strong focus on FNE's social programs, communications, partnerships and public relations. You will support the delivery of projects through coordination, administration and program governance. You'll contribute to the systems, processes and communications that underpin well-run, culturally grounded programs and initiatives. You'll contribute to research, analysis, coordination, and communication that underpins high-quality, culturally grounded outcomes for communities and partners. This includes supporting documentation, reporting, stakeholder communication and internal coordination. You will work closely with senior team members and be exposed to program delivery, governance and community-facing work early in your career. This role is for someone who enjoys structure and variety, is highly organised and dependable, and wants to grow their skills in organisational impact in a purpose-driven environment.

How you'll contribute

Program coordination and governance

- coordination of social programs and initiatives, including contributing to the development and improvement of systems and processes
- Track project milestones, timelines, risks and deliverables and support compliance

Communications and engagement

- Support development of communications, including for social media, media, partner organisations and broader communities.
- Draft clear, culturally respectful materials for meetings, workshops and consultations

Coordination and administration

- Assist with logistics for meetings, workshops and travel, including maintaining organised systems
- Provide administrative support across programs and organisational initiatives and contribute to operational and process improvements
- Confident use of Microsoft 365, the ability to create clear and engaging materials in Canva, and familiarity with online project management or CRM tools.

Research and support

- Undertake targeted research to support program delivery and communications, including contributing to briefs, reports and presentations
- Support monitoring, evaluation and reporting activities

Who We're Looking For

- This is a First Nations identified position. Being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this role under s14 of the Anti-Discrimination Act 1977 (NSW)
- Cultural capability and a genuine commitment to working respectfully with First Nations communities
- You have (or are working towards) qualifications or experience in public policy, economics, community engagement, program design, evaluation or related fields
- You communicate clearly and confidently– in writing and in person
- You're organised, adaptable and comfortable managing competing priorities
- You're digitally confident and quick to learn new tools
- You're motivated by work that advances self-determination and community-led futures
- There is a requirement for this role to attend local offices up to three days per week with a mix of remote work, as well as a requirement to travel domestically (up to 3 days per month), and sometimes overnight.

What We Can Offer

- Highly competitive salary package (\$60,000 - \$75,000) that meets industry benchmarks
- Annual non-for-profit salary packaging of up to \$15,900
- Five weeks paid annual leave and flexible leave options
- Flexible working arrangements and culturally appropriate support
- Strong mentoring and professional development support
- A workplace committed to First Nations self-determination, human rights, equity and inclusion of all peoples, regardless of their background or any trait, characteristics or identifiers