

<b>Role Title</b>	Associate, Social Programs and Communications (Identified)
<b>Reporting To</b>	Manager, Community Impact
<b>Location</b>	Byron Bay, with Sydney or Perth considered
<b>Role Level</b>	Associate
<b>Employment Type</b>	Full time, ongoing
<b>Salary Range</b>	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 advance the social, cultural and economic sovereignty of First Peoples through policy, evidence and evaluation, in Australia and globally.

We deliver professional services that have a net-positive impact on First Peoples. 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. Our work is grounded in cultural integrity, community values and a commitment to outcomes that strengthen First Nations futures.

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 an all-Aboriginal, majority-female non-executive board, chaired by 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, 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 Associate, you will support and assist with the coordination of FNE's social programs, communications and partnerships. You will help keep programs running smoothly through practical coordination support, administration and communication, ensuring our work is culturally grounded, well-governed and impactful.

This role is ideal for someone who is organised, creative and purpose-driven – someone who enjoys both communications and events, and who thrives in a collaborative environment. You will work closely with senior team members and be exposed to program delivery, governance and community-facing work.

## How you'll contribute

### Program coordination and governance

- Coordinate social programs and initiatives.
- Optimise internal systems and processes.
- Track milestones, timelines, and project risks.
- Ensure compliance and program governance.
- Maintain organized systems for efficient delivery.

### Communications and engagement

- Develop content for social media, newsletters, and partner/community channels.
- Support storytelling, content creation, and digital engagement.
- Draft clear, culturally respectful materials for meetings and workshops.

### Event and logistics

Assist with planning and delivering workshops, training, launches, and community events.

- Manage event logistics, including venues, catering, AV, and registrations.
- Coordinate travel and provide on-site event support

### Coordination and administration

- Provide administrative support for programs and organisational initiatives.
- Maintain accurate records, documentation, and reporting.
- Support operational and process improvements.
- Utilise Microsoft 365, Canva, and CRM/project management tools.

### Research and program support

- Undertake targeted research to support program delivery and communications
- Contribute 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
- Experience in coordination, administration, communications, events or community engagement
- Clear and confident communicator – in writing and in person
- Organised, adaptable and comfortable managing competing priorities
- Digitally confident and quick to learn new tools
- Able to work independently on tasks while seeking guidance when needed
- Motivated by work that advances self-determination and community-led futures
- Ability to attend local offices up to three days per week, with domestic travel up to three days per month (sometimes overnight)

## What We Can Offer

- Highly competitive salary package 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