

## Expression of Interest: AWL Communications & Marketing Officer

### Call for Nominations from Constituent Bodies

Australian Women Lawyers Ltd (**AWL**) invites Expressions of Interest (**EOIs**) from eligible members of its constituent bodies for appointment to the role of *Communications & Marketing Officer*.

This is a national volunteer leadership position that works closely with the AWL Board and, where relevant, the AWL National Conference Committee. The role supports AWL's visibility, engagement and strategic communications across Australia.

### About the Role

The Communications & Marketing Officer is responsible for supporting AWL's communications, branding and outreach activities. This role contributes to AWL's mission by promoting key initiatives, elevating the visibility of women lawyers, and ensuring AWL communicates clearly, consistently and professionally with its national audience.

The Officer will work with the Board (and its subcommittees where relevant) to prepare, coordinate and publish communications that reflect AWL's strategic priorities.

### Key Responsibilities

Responsibilities may include:

- **Social media content creation** across AWL platforms, including drafting posts, preparing graphics, and scheduling content.
- **Preparation of email newsletters**, announcements and updates to AWL's membership and constituent bodies.
- **Supporting the drafting of media releases**, public statements and announcements.
- **Maintaining brand consistency** across all communications and visual assets.
- **Designing materials** (digital assets, flyers, banners, conference or event collateral) using Canva or similar design tools.
- **Supporting communications for national events**, including the AWL National Conference and other initiatives.
- **Coordinating with the AWL Board and National Conference Committee** to ensure messaging is accurate, timely and aligned with AWL's mission and values.
- **Monitoring engagement** and suggesting opportunities to improve AWL's digital presence.

Additional responsibilities may be assigned based on need and the Officer's particular strengths, provided they fall within the scope of AWL's communications strategy.

### Eligibility

To be eligible to submit an EOI, applicants must:

- hold valid current membership of an AWL constituent body;

- have demonstrated experience or competency in communication, content creation, marketing, design or related areas;
- be proficient in Canva, or another similar design platform; and
- be willing and able to commit the time and effort required for the role, including attending meetings as requested and undertaking tasks between meetings.

### **Skills & Attributes**

We encourage applicants who can demonstrate:

- Strong written communication skills and attention to detail.
- Ability to create clear and engaging visual material.
- Understanding of social media trends and professional audience engagement.
- A collaborative approach and ability to work across jurisdictions.
- Good organisational skills and reliability.
- Capacity to uphold AWL's values and represent AWL professionally.

### **Time Commitment**

This role requires ongoing engagement, estimated at an average of a few hours per month, with workload increasing around major announcements, events or the national conference.

The appointment term is 12 months, with an option to extend for a further 12 months in consultation with the AWL Board.

### **Benefits of the Role**

Serving as AWL's Communications & Marketing Officer provides an opportunity to:

- Work closely with inspiring women leaders from across Australia.
- Contribute to national level advocacy, visibility and professional impact.
- Develop communications, design and strategic marketing experience in a national peak body.
- Be involved in major AWL initiatives, including the National Conference.
- Expand your professional network across jurisdictions and practice areas.
- Attend and participate in the AWL national conference

### **Application Requirements**

Applicants must submit:

1. A written Expression of Interest (maximum 500 words)

Your EOI should address:

- Why you are interested in the role;
- Relevant experience in communications, content creation or design;
- Examples of prior work where relevant (e.g., links to public content);

- Your familiarity with Canva or similar tools;
  - Your capacity to meet time commitments; and
  - Any diversity of experience or perspective you would bring to this national role.
2. A current CV or a link to a LinkedIn profile

### **How to Apply**

EOIs should be submitted by email to: [awl@australianwomenlawyers.com.au](mailto:awl@australianwomenlawyers.com.au)

Subject line: EOI – AWL Communications & Marketing Officer

### **Due Date for Applications**

EOIs must be received by: 5pm, Monday 20 April 2026

Late applications may be accepted at the Board's discretion.

### **Selection Process**

- EOIs will be reviewed by the AWL Board.
- Shortlisted applicants may be contacted for further information.
- Applicants will be notified of the outcome following the Board's decision.
- The AWL Board hold ultimate discretion as to the person chosen to fulfil this role.

### **Further Information**

General queries may be directed to: [awl@australianwomenlawyers.com.au](mailto:awl@australianwomenlawyers.com.au)