



Work with us!

Communications & Events Support Officer

About the position

This newly created role will support day-to-day operations within the Communications & Engagement team across digital content, events, internal coordination, and team administration. You'll be part of a collaborative team environment and bring your administration and coordination experience to ensure the smooth delivery of communications, events and engagement activities.

Reporting to the Senior Brand & Communications Specialist, you will play an important role in supporting and enabling the team to deliver projects and events efficiently and maintain consistent, high-quality communications outputs.

- Permanent full-time position (37.5 hrs per week) with 0.8 FTE optional
- Role based in Melbourne CBD
- Salary based on the NAATI Enterprise Agreement 2024-2028 (Band 2)

About you

- Exceptional administrative, planning, organisational and information management skills with the ability to multitask and meet deadlines.
- An eye for basic graphic design, with the ability to create using existing templates.
- Well-developed written and oral communication skills and interpersonal skills.
- The ability to complete tasks independently with minimal supervision.
- Well-developed skills with Microsoft Office.
- Relevant tertiary qualifications or equivalent experience in a related area (desirable)
- Familiarity with WordPress, SharePoint and Canva (desirable)

About us

NAATI is the national standards and certifying authority for translators and interpreters in Australia. It is the only organisation to issue certification to practitioners who wish to work in this profession in Australia. Our vision is for a *connected community without language barriers*.

How to apply

Review the job description and criteria and if you think you would be suitable in this role, we want to hear from you!

Please send an Expression of Interest (EOI) that includes a short cover letter and your current CV to us at jobs@naati.com.au or visit our Seek ad and apply there.

**Applications close at 5pm
Wednesday 22 July 2026**

We will review applications as they come in and may commence initial discussions prior to the closing date.



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