



# Work with us!

## Content & Communications Coordinator

### About the position

We are looking to appoint a communications content professional who can produce high-quality graphics, videos, written content (for website, intranet, LMS, events, social media and email marketing), as well as print ready material. The role will lead content creation for NAATI's social media pages including posting and promoting NAATI, sector news and the work of stakeholders.

Reporting to the Senior Brand & Communications Specialist, you will play an important role in ensuring that content design and production is in line with NAATI's corporate identity and contribute to broader input and decisions on messaging, communications and marketing initiatives.

- Full-time position (37.5 hrs per week) - two-year fixed term contract
- Role based in Melbourne CBD
- Salary based on the NAATI Enterprise Agreement 2024-2028 (Band 3)

### About you

- Training or qualifications in communications, graphic design, video production, marketing or a related discipline.
- Demonstrated experience in creative graphic design and production of high quality printed and digital material.
- Exceptional writing skills including drafting/editing copy for printed and digital material.
- Excellent project management and time management skills and able to manage competing priorities and deadlines.
- Well-developed skills in Microsoft Office and Adobe Creative software such as Photoshop, InDesign and Illustrator.

### 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 apply by sending an Expression of Interest (EOI) which includes a short cover letter and your current CV via our Seek ad.

You can view the position description via [Careers - NAATI](#)

**The closing date is 5pm  
Wednesday 28 October  
2026**

Applicants should have a portfolio of 3-5 recent pieces of marketing collateral that they are willing to share and discuss at interview.



National Accreditation Authority  
for Translators and Interpreters LTD

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