**Media & Communications Manager**

*We are seeking a Media & Communications Manager to lead our internal and external communications with purpose and clarity. In this role, you’ll align messaging with the corporation’s cultural values and strategic goals, while building trust through compelling storytelling and strong media relationships.*

*If you're passionate about shaping impactful narratives and driving meaningful change, we encourage you to apply!*

**About the Role**

As our Media & Communications Manager, you’ll develop and implement strategic communication across the corporation, ensuring all messaging reflects our cultural values and goals. From media relations and website management to content creation and branding, this role builds trust and visibility across internal teams, stakeholders, and the wider community. You’ll drive consistent, inclusive, and impactful communication through collaboration and creative leadership.

*This is a Part-Time (3 days per week) position, that will report directly to the CEO and can be completed on-site or remotely.* *If working remotely, you must have the ability and willingness to travel to Derby, WA if required.*

**Key responsibilities**

* Lead strategic communications aligned with DAC’s mission, including analysis of communication metrics to guide future direction.
* Oversee website and social media management, including a full site redesign, content updates, and weekly posts.
* Create and coordinate high-quality content across print and digital platforms, ensuring consistent branding and cultural relevance.
* Manage media relations, including press releases, media kits, and crisis communications.
* Engage with stakeholders and lead internal coordination, including reporting to the CEO and overseeing consultants and team members.

**What we are looking for**

Key Qualifications & Experience

* Minimum 3–5 years’ experience in media and communications roles., including content development for websites and publications.
* Tertiary qualifications in communications, Media, Public Relations, Marketing, Graphic Design, or a related field or equivalent professional experience may be considered in lieu of formal education.
* Proficiency in website CMS platforms (e.g., WordPress, Squarespace)
* Ability to lead communication initiatives and align messaging with organisational goals.
* Ability to manage multiple projects and consultants
* Excellent interpersonal, written and verbal communication skills
* Ability to work collaboratively with Indigenous communities and advisors

Ability to obtain and maintain:

* Working with Children Check (within last 6 months)
* National Police Clearance (within last 6 months)
* Pre-employment medical including drug & alcohol screening

**Ready to Apply?**

If you're passionate about making a difference, we’d love to hear from you!

Please submit your resume and any additional supporting documents for your application to dambi@wcasolutions.com.

For more information about the position, please email dambi@wcasolutions.com or call (08) 9383 3293

**Applications will close at 5:00pm on 1 October 2025. Shortlisting will begin as applications are received.**