

## Communications Officer

### Who We Are

Mineral Carbonation International (MCI) is a world-leading Australian clean technology company based in Newcastle and Canberra. MCI develops carbon capture and utilisation technology that transforms CO<sub>2</sub> into valuable materials. Founded in 2013, the company operates a low-cost, low-pressure, low-energy chemical engineering process to transform CO<sub>2</sub> emissions from industrial sources into solid materials which can be used to create a range of products. Our mission is to contribute to the industrial pathway to zero emissions by removing 1 billion tonnes of CO<sub>2</sub>. MCI continues to receive global recognition for our R&D and commercialisation, including the 2018 Resource Innovator of the Year award at the New Materials Summit in Berlin, being featured at the World Economic Forum Pioneers of Change Summit 2020 and a finalist in the COP26 Startup Pitch Battle. We are looking to expand our highly-motivated, fast-paced team in order to scale up our technology.

### About You

- Enjoy a fast-paced work environment
- Tertiary qualification
- Cultivating strong working relationships
- Demonstrate a can-do work ethic
- Knowledge and understanding of the Infrastructure sector and its role to contributing to the community, tourism sector and economy would be advantageous.

### What We Offer

- Inclusive work culture that embraces diversity
- Supportive work environment
- Professional mentor and on the job training
- Flexible working options
- Competitive remuneration

### How To Apply

Please send an application cover letter and CV to [admin@mineralcarbonation.com](mailto:admin@mineralcarbonation.com) by 10 September 2021

## POSITION DESCRIPTION

<b>Title</b>	Communications Officer	<b>Reports to (position)</b>	Chief Operating Officer
<b>Primary Location</b>	Key team are based in Canberra and Newcastle but the role could be digitally-based.	<b>Indirectly reports to (position)</b>	CEO
<b>Role Description and Purpose</b>	MCI is a carbon technology platform that transforms CO <sub>2</sub> into useful products. The company has recently been awarded a Commonwealth Government grant for the construction mobile demonstration plant. The position will be responsible for the development and delivery of the communications material to the public and media.		
<b>Role responsibilities and typical activities</b>			
Assist in the development of communication materials for the organisation including: <ul style="list-style-type: none"> <li>• Writing media releases and liaising with media</li> <li>• Coordinating the design of public-facing documents and flyers</li> <li>• Designing presentations</li> <li>• Co-writing speeches and articles</li> <li>• Managing social media pages including LinkedIn and Twitter</li> <li>• Creating audio-visual promotional content</li> <li>• Supporting media and stakeholder events</li> </ul>			
<b>Required experience</b>		<b>Desirable experience</b>	
<ul style="list-style-type: none"> <li>• Tertiary qualifications in PR, communications, journalism or related field</li> <li>• 3 years' experience working in a Communications Officer role or similar.</li> <li>• Well-developed organisational skills, with the ability to prioritise tasks and perform effectively under pressure to meet multiple deadlines.</li> <li>• Experience in delivering proactive, positive and well-written communications</li> <li>• Demonstrated ability to write high quality media responses in time pressured situations.</li> <li>• Cultivating strong working relationships</li> <li>• Demonstrated a can-do work ethic and confidently lead content capture and development.</li> <li>• Demonstrated ability to effectively manage active social media, particularly LinkedIn and Twitter</li> </ul>		<ul style="list-style-type: none"> <li>• Knowledge and understanding of the Decarbonisation Industry and its role to contributing to the achievement of the Paris Accord Climate Goals.</li> <li>• Ability to effectively communicate science and business themes.</li> <li>• Ability to develop multi-platform content, including audio-visual materials</li> <li>• An interest in cutting-edge clean tech development</li> </ul>	
<b>Role Dimensions</b>	<ul style="list-style-type: none"> <li>• This role operates in a dynamic group of 4, intersecting at times with the wider organisation.</li> </ul>	<b>Required Qualifications</b>	Tertiary Qualification and 3 years' experience in Communications. Strong written communication skills in science and innovation-related topics and media releases.
		<b>Desirable Qualifications</b>	Ability to create audio-visual materials