



Australian Sex Workers Association

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POSITION TITLE: Administration & Social Media Officer

ORGANISATION DESCRIPTION

Scarlet Alliance, Australian Sex Workers Association, is the national peak body representing sex workers and sex worker organisations, projects, groups, and networks.

Scarlet Alliance's mission statement is to, through its objectives, policies and programs, work to advance Sex Worker Rights with the achievement of equality and social, legal, political, cultural health and economic justice for past and present workers in the sex industry to enable sex workers to be self-determining agents, build our own alliances and choose where and how we live and work.

ORGANISATIONAL RELATIONSHIPS

This position will report directly to the Chief Operations Officer and work closely alongside the Administration and Communications Officers. This position has no direct reports.

POSITION OBJECTIVE

This position is responsible for providing effective and efficient social media and administration support to Scarlet Alliance to ensure the smooth operation of the organisation and head office and social media accounts.

KEY RESPONSIBILITIES:

- Respond to correspondence and communication received from various medium and redirecting/escalating as required.
- Provide general administration support such as filing, mail management, ordering of stationary, scanning and data entry.
- Maintain databases and contact lists.
- Process membership applications.
- Coordinate bookings required such as for events, travel and catering.
- Schedule, post and promote sex work-related content from across Australia and the globe including sharing and reposting of articles, links and research content of interest to sex workers.
- Promote community engagement with Scarlet Alliance social media accounts and contribute to sex worker community development.
- Promptly respond to direct messages and review public contributions to social media accounts by responding, modifying or deleting inappropriate material.
- Refer sex worker community requests to state based sex worker organisations and provide handover as required.
- Ensure Scarlet Alliance social media content is accurate and compliant with legal requirements, paying close attention to detail.

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Version: 1.0

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Approval Date: 22/07/2022
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- Plan, design, create and schedule content on relevant digital platforms to promote and enhance Scarlet Alliance’s work. This includes promotion and circulation of Scarlet Alliance opening hours, events, and information projects.

KEY SKILLS AND EXPERIENCE:

Experience/Skill Level Required:

- Sex work experience and an understanding of the principles of sex worker rights.
- Demonstrated ability to use social media platforms (including but not limited to Instagram, Twitter and Facebook) and knowledge of social media scheduling tools.
- Advanced computer skills including Google Workspace, Microsoft Office, file management, internet and email.
- A desire, willingness and ability to work with other sex workers, people from culturally and linguistically diverse backgrounds, people who inject drugs, trans and gender diverse people, and people living with HIV.

Aptitude and Interpersonal Skills Required:

- Effective written communication skills; organisational, time-management and reporting skills.
- Ability to work both with minimal supervision and as part of a team.
- Demonstrated cross-cultural skills and knowledge and demonstrated knowledge of culturally appropriate work practices.
- Effective influencing and interpersonal skills.
- High level of attention to detail.
- Creative skills, including the ability to think laterally and produce impactful content that aligns with Scarlet Alliance’s brand identity, mission and values.
- Problem solving skills with the ability to actively source alternatives and resolutions.

Key Performance Indicators:

- Accuracy of data entry and information management.
- Timely response to correspondence and communication received.
- Maintain high-quality relationships with Scarlet Alliance staff and members.
- Making excellent judgments about priorities and managing those priorities.
- Effectively responding to potentially sensitive issues and knowing when and how to engage management’s support and when to escalate matters to the CEO.
- Completion of duties in an efficient and effective manner.
- Increased engagement with Scarlet Alliance social media accounts.

Employee Signature: _____ **Date:** _____

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