

## Position Description

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<b>Position Title:</b>	Community & Programs Officer
<b>Reports To:</b>	Chief Executive Officer (CEO)
<b>Direct Reports:</b>	NIL
<b>Location:</b>	Rowing South Australia Office 100 Military Road West Lakes Shore, SA 5020
<b>Employment Type:</b>	Casual (22–28 hours per week)
<b>Contract Term:</b>	Approx. 2 months (with potential extension)

## Position Overview:

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Rowing South Australia (RSA) is the peak body for rowing in South Australia, committed to growing participation and delivering high-quality programs, events, and pathways across the sport.

This casual role has been created to support RSA during a period of staff leave and will play a key role in delivering community programs, competitions, and communications.

The Community & Programs Officer will lead the coordination and delivery of Indoor Rowing and Coastal Rowing initiatives, while also supporting communications, administration, and State Team activities.

This position blends program delivery and coordination with communications and stakeholder engagement, drawing on key responsibilities from both participation and communications portfolios.

## Key Responsibilities

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### Indoor Rowing (Lead area)

- Lead the planning, coordination and delivery of Rowing SA's Indoor Rowing strategy
- Coordinate virtual competitions and in-person Indoor Rowing State Championships
- Engage schools, clubs and community participants in Indoor Rowing initiatives
- Manage logistics, promotion and delivery of events

### Coastal Rowing

- Coordinate Coastal Rowing training and development opportunities across the state
- Support participation growth and stakeholder engagement in Coastal Rowing

### Communications & Engagement

- Manage and maintain Rowing SA's social media platforms
- Develop engaging content (posts, graphics, updates) to promote programs and events
- Coordinate and produce regular newsletters
- Support communication campaigns and stakeholder engagement initiatives

### Events & Program Support

- Assist with planning and delivery of events, regattas and competitions
- Support logistics, registrations, communications and post-event reporting
- Work collaboratively with staff, volunteers and stakeholders

### **Administration**

- Provide general administrative support across Rowing SA operations
- Support day-to-day office functions as required

### **State Team and Pathway Support**

- Assist with coordination of State Team and Pathway activities where required
- Provide administrative and logistical support for campaigns and events

### **General**

- Contribute positively to the Rowing SA team environment
- Undertake additional duties as reasonably directed by the CEO

## **Skills and Experience**

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### **Essential**

- Proficiency in using social media platforms
- Strong organisational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and manage competing priorities
- High attention to detail
- Strong interpersonal and stakeholder engagement skills

### **Desirable**

- Experience managing social media platforms and digital content
- Experience in sport administration, event delivery or program coordination
- Knowledge of rowing (or willingness to learn quickly)
- Experience with newsletters, marketing tools or design platforms
- Experience working with volunteers, schools or community sport

## **Personal Attributes**

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- Proactive and self-motivated
- Positive, team-oriented approach
- Adaptable and flexible in a dynamic environment
- Passion for community sport and participation growth

## **Remuneration**

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- Casual hourly rate (commensurate with experience) + superannuation