



# AAIMS

Australian Association of  
Islamic and Muslim Studies Inc.

## AAIMS MEDIA OFFICER

### AAIMS

AAIMS is an inter-disciplinary network of scholars at Australian universities. AAIMS promotes teaching and research excellence on Islam and Muslim experiences as a minority or majority.

AAIMS is looking to appoint a Media Officer to design and implement a multi-media (including podcasts, blogs and social media) and public engagement plan to a local and international audience. We're looking for someone who is innovative, self-driven and interested in public advocacy and debate. This is a part-time non-paid voluntary role. **The Media Officer will be a non-voting member of the Executive Committee.**

We have a diversity program and encourage applicants from all backgrounds. We particularly welcome applications from groups currently underrepresented in the workforce.

### RESPONSIBILITIES

- Manage the various email accounts and correspondence with members and the wider public or community, including responding to queries, forwarding relevant emails onto office bearers and signing people up to the mailing list
- Design, produce and send quarterly newsletters and communications.
- Maintain the AAIMS website, including adding posts, the media section, events, the jobs and opportunities section, and updating members' publications (books only), as well as the curation of blogs,
- Assisting with communications and outreach via the info@aaims account.
- Assist with design standards (ie AAIMS purple colour is #5c2d55)
- Manage and build digital communications such as: [AAIMS.org.au](https://www.aaims.org.au) Twitter profile
- Follow back followers with relevant profiles in universities/public life
- Build follower list (some of this will be done by following new people who are relevant. Note that AAIMS only targets researchers in Australia/with links in Australia).
- Maintain and edit the membership list on Wordpress

- Check that people are 'active' (i.e. have paid) unless they are on the board/advisory council.
- Edit member profiles if they are all capitalised/serious typos/anything inappropriate
- Speak to Exec about what to do with any members who are not displayed as 'active', as this means that payment has not been received for these members.
- Maintain the AAIMS mailing list
- At regular intervals (perhaps fortnightly, and definitely before any big mailout) export the membership list from Wordpress and update the file on Google drive
- Any other ideas to increase AAIMS membership/profile welcome.

## APPLICATION GUIDELINES

A complete application must include all of the following:

1. A cover letter that specifies the reasons applying, as well as your interests, qualifications and the academic institution you're affiliated with.
2. A resume/CV that lists your most relevant and updated profile and contact information; and
3. Two professional references

Applications should be sent to [info@aaims.org.au](mailto:info@aaims.org.au), by 23 March.

## SELECTION PROCESS

If an applicant is identified as a viable candidate for the program, an interview will be scheduled either in person or via Skype. Candidates may be asked for additional documents to complement their applications prior to their interview.

## FURTHER INFORMATION

Please refer to our website <http://www.aaims.org.au> on AAIMS or email [info@aaims.org.au](mailto:info@aaims.org.au) for more information on the role.

## QUESTIONS OR CONCERNS

For general inquiries, email:

Professor Shahram Akbarzadeh [shahram.akbarzadeh@deakin.edu.au](mailto:shahram.akbarzadeh@deakin.edu.au) and

Dr Melinda Rankin [Melinda.rankin@sydney.edu.au](mailto:Melinda.rankin@sydney.edu.au)