



Website Content Collator and Writer

Project: Yuin Digital Keeping Place, Far South East Coast of NSW

This is a First Nations preferred role and First Nations applicants are strongly encouraged to apply.

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|-----------------|--------------------------------|
| Position status | 6 month contract |
| Position Type | Contractor role |
| Location | Remote |
| Closing date | 13-June-2025 |
| Remuneration | Up to 50k for the 6 month term |
| Contact Person | Brooke Small |

About the Job

As the First Nations Website Content Writer for the online Yuin Digital Keeping place, you will be responsible for researching and writing to cultural content from local, state and national archives as directed by the Yuin Digital Keeping Place Working Group.

The successful applicant will have excellent written communication skills, have the demonstrated ability to research for accuracy, create engaging, informative written material that shows a high level of sensitivity and respect for First Nations peoples and histories.

As a Content Collator and Designer, you'll work independently and with SharingStories Foundation Senior Program Manager, and the Yuin Digital Keeping Place Working Group.

Responsibilities

- Collate newspaper clippings, photos, articles, videos from local, state and national collections and archives about Yuin history, language and culture.
- Write, edit and test engaging content for the Yuin DKP website driven by strategic communications goals and consistent with the Yuin DKIP brand voice and tone.
- Liaise with subject matter experts and arts / culture stakeholders for expertise-driven content.
- Continually track, measure, evaluate and improve communication efforts that lead to enhanced customer experiences.
- Identify the best format for displaying information to the user.
- Collaborate and brainstorm with other marketing teams, such as design, UX, analytics and product developers, as needed.

What you'll need

- Demonstrated collation ability (eg research skills, methodology for collation).
 - Demonstrated writing ability (eg marketing and communications copy, long-form).
 - Excellent writing and editing skills, including the ability to self-edit and produce quickly.
 - Excellent administration and organisational skills, including the willingness to be directed and the ability to self direct.
 - Be comfortable with ambiguity and asking questions to understand the problem.
 - Take an inclusive, and deeply human approach to creating content.
 - Write according to the DKP Content Principles and Style Guide.
 - Explain concepts in clear and simple terms.
 - Work collaboratively as part of a national team.
- **Preferred:**
 - Bachelor's degree or equivalent in English, journalism, communications, marketing, human-centred interaction, or related fields.

To apply for this position please send your CV and 2 page statement addressing the Responsibilities and What you'll need sections above.

**If you have any questions please email Brooke Small
brooke@sharingstoriesfoundation.org**

