



JOB TITLE	MARKETING COORDINATOR
PROPOSED START DATE	20 JULY 2022
REPORTS TO	ELISE MARGARITIS, CREATIVE DIRECTOR

JOB DESCRIPTION

About TEM

TEM works with leading global brands to deliver high integrity carbon offsets to support their carbon neutral and net zero goals, including the likes of Qantas, Singapore Airlines, Lendlease, Australia Post and DHL. TEM is significantly expanding our Sydney and Melbourne offices across the three areas of the TEM Business: corporate offsetting (TEM Corporate), project development (Climate Positive) and carbon calculations and offsetting software (BlueHalo).

TEM practices what we preach. We are a B-Corp certified organisation, certified carbon neutral by Climate Active, a member of the Carbon Market Institute (CMI) and a signatory to the CMI Code of Conduct.

The role

This role will work within the TEM Marketing and Communications team to support content and asset coordination and provide administrative support to the team in order to boost awareness of the TEM brand, win new business and expand current partnerships.

The role will deliver you opportunities to shape the narrative and engagement around corporate investment into carbon offsetting, visit our offset project sites and work alongside a passionate group of people looking to make a lasting positive impact on corporate climate change commitments.

The role will work closely with the Digital Content Manager, Lead Acquisition Specialist and Client Marketing Managers and will report directly into the Creative Director. There are no direct reports of this position.

You'll be responsible for

- Providing administration support for the Marketing and Communications team and execution of the strategic plan
- Coordination of brand, advertising and design assets through digital asset and template platforms in conjunction with contractors
- Ensuring TEM maintains appropriate asset permissions and licences

- Supporting the development of strategic and impactful marcomms materials (presentations, eDMs, digital content etc)
- Liaising with external agencies and stakeholders on materials and campaigns
- Collating quarterly channel performance metrics (website, socials)
- Supporting internal communications and team activations / events
- Ensuring consistent representation of TEM brand across internal and external channels
- Keeping abreast of marketing trends and best practices and how TEM can utilise them for greater engagement
- Other relevant duties as required by the Marketing and Communications team

- What you need to apply**
- This is an entry level, graduate position and while relevant experience will be looked upon favourably, it is not a prerequisite
 - A passion for sustainability and empowering business to take action on climate change
 - Excellent interpersonal, written and verbal communication skills
 - Strong organisation skills and attention to detail
 - Strong computer skills including MS Office
 - A creative mindset, open to thinking outside the box
 - A passion to learn and grow

You'll thrive in this role if you bring

- TEM is a company that thrives in making impact on reversing climate change. We bring a pioneering mindset that is ambitious and creative in building our part of the net zero economy. We trust and empower each other and interact with respect and empathy. If you're someone that brings these attributes, you will do well with TEM.

Location

- Melbourne

Remuneration

- Base salary + annual performance bonus to be negotiated

How to apply with TEM

- Please apply by submitting a cover letter outlining what you will bring to TEM (1 page maximum – cover letters exceeding 1 page will not be considered), and CV (maximum 2 pages) to careers@tem.com.au.
- You must hold the right to work in Australia.

Applying with TEM

- TEM is an equal opportunity employer committed to providing a working environment that embraces and values diversity and we encourage women and people from culturally diverse, Aboriginal and Torres Strait Islander backgrounds to apply.