

Communications Coordinator

Date	May 2025
Location / Business Unit	Wellington
Reporting to	Principal Communications Advisor
Functional Relationships	Public Affairs Director, Audience team, People Team
Position Type	Fixed Term (1 Year), Full Time (40 hours p/wk)

Te Tūranga - About the Role

Reporting directly to our Principal Communications Adviser and working closely with both our Audience and People teams, you will help deliver RNZ’s vision of “outstanding public media that matters” through the implementation of communication strategies built on great external and internal relationships.

Te Mahi - About the job

- RNZ’s strength is its people. Help us communicate our people strategy to our kaimahi and build effective internal stakeholder and communications strategies to support our vision, purpose and goals.
- Coordinate communications projects that arise under the supervision of the Principal Communications Adviser.
- Compile and help write regular updates for kaimahi and maintain RNZ’s intranet
- Help to assemble and develop corporate publications which are high-quality and tell our story.
- Work collaboratively with our publicity and marketing and people teams to ensure messaging is aligned and opportunities to proactively tell RNZ’s story are taken.
- Provide pragmatic communication advice to all of our kaimahi and ensure effective delivery of business objectives.

Ōu Pūkenga - About You

Qualifications	<ul style="list-style-type: none">• Tertiary qualification or equivalent experience
Knowledge & Experience	<ul style="list-style-type: none">• Experience or some exposure to communication and/or engagement roles• Experience in writing newsletters• Media or Journalism experience beneficial but not essential• Knowledge of Te Ao Māori welcomed
Skills	<ul style="list-style-type: none">• Good oral and written communication skills are essential• Planning and organising skills• Computer and desktop publishing skills, familiarity with SharePoint, Mailchimp and content databases an advantage• Commitment to Te Tiriti o Waitangi and fostering Te Reo Māori• Analytical and problem-solving skills• Ability to prioritise competing tasks and manage time effectively.
Personal Attributes	<ul style="list-style-type: none">• Ability to work in situations where there are a multiple tasks and conflicting priorities.• Ability to relate to staff at all levels in the company• Ability to work under pressure to deadlines.• Collaborative team player• Quickly adapts to need for change, is flexible in approach• Recognises the value of cultural and community diversity

Te Ahurea - Our Culture

RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.



We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.



We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.



We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.