

Job Title:

Part-Time Content Creator & Events Assistant

Location:

Wollongong, NSW (Hybrid – mix of office and remote work)

Hours:

3 Days per Week (Flexible schedule)

Organisation:

Client Care First – NDIS Registered Provider

About Us

Client Care First is a dynamic, person-centred NDIS provider committed to delivering high-quality services that empower people with disabilities to live fulfilling lives. As an award-winning and fast-growing organisation, we value creativity, collaboration, and community impact.

About the Role

We're looking for a creative, organised, and proactive individual to join our team as a **Content Creator & Events Assistant**. This hybrid role combines the energy of event coordination with the creativity of digital content production. It's an excellent opportunity for someone studying or passionate about media, design, social media, or event planning.

Key Responsibilities**Content Creation & Social Media**

- Design and schedule engaging content for our social media platforms (Instagram, Facebook, TikTok, etc.)
- Create short videos, reels, and graphics to showcase our services, team, and community impact
- Capture and edit photos and videos at events and in day-to-day operations
- Write captions, stories, and short features for internal and external communications
- Assist with managing social media analytics and performance insights

Events & Community Engagement

- Assist in the planning, setup, coordination, and delivery of internal and community events
- Support logistics for workshops, training sessions, team-building days, and participant activities
- Attend events to assist with coordination and content capture

- Help with post-event wrap-up including documentation, photo editing, and social posts






Internal Communication & Admin Support

- Assist with internal newsletters, updates, and communications
- Collaborate with marketing, participant services, and other departments to develop campaigns and initiatives
- Provide general administrative support related to marketing and events

What We're Looking For

- A creative thinker with an eye for visual storytelling
- Confident using social media platforms and basic content creation tools (e.g., Canva, CapCut, Adobe Express, or similar)
- Friendly, approachable, and a strong communicator
- Organised and able to manage multiple tasks with competing deadlines
- Currently studying or experienced in media, marketing, communications, design, or events (preferred but not essential)
- Enthusiastic about making a difference in the disability and community services sector

Why Work With Us?

-  **Flexible work schedule** – great for students or creatives with side projects
-  **Real-world portfolio development** – gain hands-on experience in both content creation and events
-  **Collaborative team culture** – work with a friendly, supportive team that values fresh ideas
-  **Purpose-driven role** – contribute meaningfully to a growing organisation making an impact in people's lives
-  **Room to grow** – potential for role development as the organisation continues to expand

To Apply

Send us a short cover letter and your resume. Feel free to include any links to your social media, design portfolio, or examples of creative work.