



GREEK ORTHODOX COMMUNITY OF SOUTH AUSTRALIA INCORPORATED

ΕΛΛΗΝΙΚΗ ΟΡΘΟΔΟΞΗ ΚΟΙΝΟΤΗΤΑ ΝΟΤΙΑΣ ΑΥΣΤΡΑΛΙΑΣ

RFQ No. GOCSA – MCS012023

Request For Quote (RFQ) for the

Provision of Media and Communications Services

1. Background

The Greek Orthodox Community of South Australia Incorporated (GOCSA) was founded in 1930 and it is the largest and most active Greek social organisation in South Australia and one of the oldest. Its achievements include Greek churches, education, community centres, aged care, community services, welfare support, cultural festivals, social events, youth promotion and engagement.

Throughout its long history, the Community has played a role in shaping and leading multiculturalism in Australia and its strength and vitality stem from its willingness to respond and serve social and community needs of its members and, the local and broader population.

GOCSA was formed as a not-for-profit organisation from humble beginnings and is proud of its rich history and significant achievements. Our presence in Australia and internationally is highly regarded and we are committed to respect and build on the legacy we have inherited from the Community's founders.

GOCSA is committed to retain its position as a leader in promoting all aspects of Greek culture and its strong community and democratic values. As a progressive organisation, we are inspired by our history and embrace the future with courage, enthusiasm, and commitment for future generations to carry the GOCSA torch.

2. Requirements

- a. GOCSA has a significant presence in the broader Greek community and is seeking to engage the services of a qualified Media and Communications individual(s) or consultant(s) "Contractor" to provide high quality media/comms to the organisation.
- b. We are seeking submissions from persons or companies with extensive expertise in media, communications, social media, copy editing, writing, including speech writing and speaking, with a working knowledge and understanding of the Greek culture and language. To meet the needs and expectations of GOCSA's ethno specific community, it is a requirement that the person is fluent in writing and speaking Greek.
- c. The selected Contractor will work with GOCSA staff and its Board to execute tasks and deliverables relevant to the Media and Communications role, in accordance with the below proposed Scope of Services.
- d. The Contractor will report directly to GOCSA's President and Vice Presidents and work in close coordination and alignment with the General Manager, Leadership Team, and staff as required.

3. Conditions

- a. It is anticipated that the successful Contractor will be engaged for an initial period of six months, commencing mid-June 2023 to December 2023.
- b. Engagement of services may be extended for an additional 6 months, and this will be discussed with the Contractor at least 6 weeks prior to end of contract.
- c. The Contractor is required to provide services for 15-20 hours per week and this may increase to 25-30 hours per week, where required.
- d. The Contractor may provide the services remotely and/or access to office space at GOCSA's premises (262-288 Franklin Street Adelaide) may be provided if required or preferred.
- e. Equipment e.g., laptop and access to other necessary equipment e.g., copier etc. may be provided, if required.

4. Proposed Scope of Services

- a. The Contractor will provide support to the Board and staff at all levels, including preparation of media and communications related correspondence, proofreading, editing, and publishing general information on website, Greek and English newspapers, social media, and community radio.
- b. The Contractor will manage all aspects of GOCSA's social media channels (Facebook, Instagram, and LinkedIn) through each platform directly. This will entail, but is not limited to:
 - i. Strong attention to detail and outstanding communication skills.
 - ii. Excellent written and verbal English and Greek language skills.
 - iii. Outstanding time management and organisational skills.
 - iv. Ensure all documentation meets GOCSA's professional standards and requirements prior to upload or distribution.
 - v. Develop and prepare content for GOCSA's website, social media platforms, print media and radio.
 - vi. Cross promote events and posts as requested by staff or outlined in social media calendar/plan.
 - iv. Respond to follower messages and comments across all platforms.
 - vii. Promote all new resources, services, and upcoming events to the network, coordinating with staff to stay up to date on events page publications, and website pages that require external promotion.
 - viii. Prepare and execute PR/media plans, including storytelling deliverables (blogs, photography, videography), as required. Compile pre, during and post event reporting to inform compelling storytelling for sharing with GOCSA's broader audience.
 - ix. Develop branded media campaigns for events (pre, during, post-event), in collaboration with the Event Lead and Publications or Newsletters for the Community.
 - x. Develop creative engagement initiatives relevant to all media and communications campaigns.
 - xi. Conduct outreach / promote virtual event attendance through targeted advertising, developing internal communications for sponsorship of events, as applicable.
 - xii. Support additional communications and media requirements needs around similar events with other partners as required.
- c. Excellent customer interfacing skills.
- d. Work effectively within GOCSA teams to ensure the expected outcomes for key stakeholders are met, delivered on time and within budget.
- e. Liaise, as required with external clients, including government agencies and other stakeholders.
- f. Participate in and contribute to, the ongoing improvement of GOCSA's services and systems.
- g. Publicly/externally represent the GOCSA brand in all elements in accordance with our Community Values.

- h. Understanding of multicultural communities and political landscape, locally, nationally, and internationally.
- i. Maintain knowledge and competence in the use of:
 - i. Adobe Software Suite
 - ii. Microsoft Office Suite
- j. Ensure GOCSA's professional standards and objectives are maintained in relation to budget targets, service quality, organisational and community reputation.
- k. Ensure WHS and environmental standards are met and take responsibility for compliance with external and internal standards.
- l. Perform all work in a manner that is safe and without risk to themselves or other team members.

5. Proposal Requirements and Submission

- a. Please submit your proposal, of no more than 5 pages including examples, via email to pam.andritsakis@gocsa.org.au marked **RFQ No. GOCSA – MCS012023** in the subject line.
- b. Submission must include:
 - i. Resume documenting experience in the provision of Media and Communications Services.
 - ii. Evidence of experience working with not for profit and community organisations.
 - iii. Cost estimate and proposed payment schedule for the services.
 - iv. Two client references.
 - v. Any additional information relevant to the proposed Scope of Services.

6. Enquiries

For all enquiries, please contact Peter Gardiakos on telephone 0412 006 500 or via email to peter.gardiakos@gocsa.org.au

7. Closing Date

The closing date for submissions is **5pm CST, Wednesday 7th June 2023.**

Qualified candidates may be invited to an interview with members of our team and the final selection will be made and communicated by Friday, 9th June 2023.