



At Scots All Saints College we encourage students to pursue success in all their undertakings as we prepare them for a life of contribution to the community, while serving Christ.

Applications are sought for the following position:

Marketing Co-ordinator

Scots All Saints College Bathurst is seeking to employ a marketing co-ordinator commencing in 2019. This position reports to the Director of Community Engagement and Marketing and works closely with the Registrar. The main duties of the role are:

- Support in-house PR and content development and marketing
- Take enquiries and tour families interested in enrolling at the College
- Attend and co-ordinate in-field events
- Assist to develop and build relationships with key stakeholders
- Manage website content

Essential Criteria

The successful applicant should possess:

- experience and commitment to customer service
- ability to build relationships
- capacity to work to deadlines with excellent time management skills to manage multiple competing priorities
- well developed written and verbal communication skills - ability to write, understand marketing principles and create content for target audiences
- experience in managing social media channels and developing content for online and advertising material
- willingness to work after hours and weekends (for days in lieu) as required
- demonstrated ability and be proactive about managing reputation risk
- proficiency in the use of Microsoft Windows software packages, social media and other online programs such as MailChimp and Survey Monkey
- can-do, solution-oriented attitude

Desirable Criteria

- degree in PR, communications, marketing or business
- minimum 2-3 years experience in a similar role as a communications or marketing professional
- experience working in a school or medium-large business environment

How to apply:

Applications should be made in writing and emailed to:

Mel.Monico@saints.nsw.edu.au

Applications must be received by 4:00pm Tuesday 26 January 2019