



At Scots All Saints College, students are encouraged to strive for success in all they do 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 fulltime Marketing Co-ordinator commencing in 2019. This position reports to the Director of Community Engagement and Marketing and works closely with the Registrar to promote enrolments. The main duties of the role are:

- Support in-house PR, content development and marketing
- Take enquiries and tour families interested in enrolling at the College
- Attend and co-ordinate marketing events
- Assist to develop and build relationships with key stateholders
- Manage website content, social media channels, marketing collateral

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, Canva 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 4pm, Tuesday 29 January 2019.