

**A Ministry of Mercy Education Ltd**

‘Light the Way’

**Marketing and Events Co-ordinator**

**Part-time 1 Year Contract**

**(approximately 2 days a week)**

St Brigid’s College is committed to providing excellence in education within a Christ-centred environment. St Brigid’s supports students in their growth as contributing members of the community whilst living the ethos of the Catholic faith within the spirit of Mercy.

An exciting temporary one year part-time, 2 days a week (44 weeks a year) opportunity is available for creative, innovative and energetic Marketing and Events Co-ordinator. Reporting to the Principal, you will provide overall assistance and implement marketing activities and communications at St Brigid’s College. Marketing activities include developing inspiring and engaging marketing content and the development of internal community communication. This role includes the promotion and maintenance of the positive public profile of the College, building rapport with the local community, identifying opportunities for collaboration and building strong partnerships with stakeholders.

**Essential experience and qualifications:**

- Demonstrated experience in a similar role.
- A qualification in communications, marketing, Public Relations, journalism or similar.
- Uncompromising confidentiality.
- Proficiency in the Microsoft suite of products and the Adobe Suite of software including InDesign, Photoshop, Adobe Illustrator and Lightroom is desirable.
- Graphic design experience and knowledge of preparing documents for print and digital purposes is desirable.
- Basic photography and videography skills.
- The capacity to work independently and collaboratively.
- Experience using social media for professional dissemination of information.
- A willingness to learn.
- Very strong attention to detail.
- Ability to work as part of a team.
- Excellent communication skills (verbal and written).
- Excellent time management skills and the ability to deliver projects on schedule.
- The ability to coordinate multiple projects at once / project management experience.
- Professional manner.
- Understanding and support of the Catholic ethos.

This role has a potential for growth within the College. Start date is negotiable, but no later than 24<sup>th</sup> January 2022.



ST BRIGID'S  
COLLEGE

St Brigid's College encourages applications from Aboriginal and Torres Strait Islander people, people with a disability, people of all ages and people from culturally diverse backgrounds. To be eligible to apply for this role you must be legally permitted to work in Australia.

Applicants must be fully supportive of the objective and ethos of Catholic education.

**Applicants will need to complete the College Application form and provide a covering letter addressed to the Principal, and a current CV. Email: [sbchr@stbrigids.wa.edu.au](mailto:sbchr@stbrigids.wa.edu.au).**

**Applications close 3pm Monday 15<sup>th</sup> November 2021**