

POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Media & Marketing Officer

Position Level	Schools General Employee (Averaged – 40 weeks per year)
Salary	School Administrative Services – 5.1 \$68,366 (based on skills and experience)
Reports To	Business Manager
Location	St Clare's College, Griffith, ACT
Employment Type	Full-Time
Employment Status	Permanent
Employment Term	N/A
Hours Per Fortnight	76 hours during term time and professional development weeks, with occasional attendance at out of hours College events

Who Are We?

St Clare's College is a Catholic secondary school, located in South Canberra, and caters for girls in Years 7 to 12. St Clare's has wonderful traditions and is well respected in the Canberra community. It is indeed a "spirited learning community" where the students demonstrate a zest for life and eagerness to do their best. The learning environment at St Clare's supports the students to develop into confident, articulate and mature young ladies ready to take their place in the broader community beyond school.

Our Vision

St Clare's College is a spirited learning community where students can develop their knowledge, skills, confidence and faith.

Position Purpose	The role of Media and Marketing Officer is key in promoting the College to the Canberra Community and supporting the College staff. The Media and Marketing Officer works in partnership with the Enrolments Officer in the production of College publications, marketing material and the promotion of the College through various mediums such as the College website, social media platforms, print media and regular publications.
Position Duties	<p>The Media and Marketing Officer assists with the efficient marketing of the College by performing the following key responsibilities:</p> <ul style="list-style-type: none"> • Conceive, plan and produce advertising material and marketing campaigns; • Contribute to the planning and implementation of College events, including the production of event PowerPoint presentations and liaising with external contractors; • Take photos of all College events and activities maintaining a comprehensive image library;

	<ul style="list-style-type: none"> • Ensure that the latest College news and upcoming events are promoted throughout the College community; • Maintain the College website and staff intranet; • Work in the social media space to promote College events; • Manage the College electronic message boards; • Develop and maintain a consistent look and feel in all College branding, building on the College's brand; • Manage the production of key publications (both print and online) including the College Yearbook, handbooks, College prospectus, flyers etc; • Facilitate the organisation of the College open evenings in conjunction with the Enrolments Officer. Prepare and collate printed materials, management of PowerPoint presentations etc; • Assist staff with the marketing of their faculties through the production of publications/banners etc; • Quality checks work to produce accurate high-quality outcomes; • Promote the College's activities to local newspapers and other media including initiating contact with news reporters to promote these activities; • Assist with the production of certificates for College award nights and graduation ceremonies; • Keeps abreast of emerging technologies; • Liaise with external providers as required; • Perform other duties as required by the Enrolments Officer or Business Manager.
Skills, Attributes and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated excellent written and verbal communication skills and the ability to work collaboratively as part of a team. • A dedicated professional with excellent attention to detail. • Demonstrated capacity to develop and project manage marketing projects. • Demonstrated experience in the maintenance of websites (Wordpress) and social media sites. • Demonstrated experience in computer design programs including the Adobe Creative Cloud Suite (InDesign, Illustrator, Photoshop). Experience with the Microsoft office suite. <p>Desirable</p> <ul style="list-style-type: none"> • Demonstrated photography skills. • All applicants are required to have a current Working with Vulnerable People Card to work in a school and be prepared to undertake first aid training as part of their annual professional development.

Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in a relevant field as such graphic design and/or advertising and marketing. • Must hold a relevant Working with Children registration.
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Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au