

Position Vacant

Communications and Marketing Coordinator

Fulltime / Temporary Position, March - December 2022

Central Coast Grammar School is a leading K-12 independent, coeducational and nondenominational school. Located on a single 18 hectare campus overlooking the Matcham Valley close to the heart of Erina, our school offers a spacious environment where students can grow and flourish.

Due to long service leave in the Development and Community Relations team, we have an exciting, temporary, full time (term time and school holiday), opportunity for an experienced and creative Communications and Marketing Coordinator.

Key attributes and experience include:

- A minimum of 2-3 years communication and marketing experience, creating and distributing content for digital and print channels.
- Excellent writing and storytelling skills across all formats with proven ability in writing and proof-reading news and feature articles.
- Good grasp of social media channels, including advertising and organic campaigns.
- Experience maintaining websites.
- An excellent communicator who can build rapport and liaise comfortably with stakeholders at all levels across the school community.
- A self-starter and able to work independently.
- Experience taking and editing photographs and video.
- Experience in public relations, advertising, commissioning design and print.
- Basic design skills including Canva, and the Adobe suite (InDesign, Illustrator and Photoshop)
- A commitment to the strategic direction and ethos of the School

Interested applicants should familiarise themselves with the School's Strategic Plan '*Striving for Excellence*', available on our website at www.ccgsw.edu.au. It is expected that every member of staff will commit to the Strategic Plan and participate in the professional learning expectations of the School.

Pre-conditions of employment include compliance with the requirements of the Child Protection (Working with Children) Act 2012, and to be fully vaccinated against COVID-19.

To apply, [visit our website](#) to review a Position Description, and provide the following information:

- CV specifying dates and number of days per week worked in each role.
- Cover letter addressing the above position requirements, inclusive of the number of fulltime equivalent years you have worked in communication and marketing.
- 2-3 examples of your written work.
- Copy of your academic transcripts and other degrees or certificates, with conferred date(s).
- Working with Children Check number
- Telephone numbers for referees

Please email your application to the Human Resources Manager by 3.00pm, Friday 4 February, 2022 at ccgscareers@ccgs.nsw.edu.au.

Please note that any attachments associated with your application are to be either Word documents, jpg images or pdf.