

# MARKETING AND ENROLMENTS COORDINATOR 0.5 FTE



**We are currently seeking to employ a highly motivated Marketing and Enrolments Coordinator to join the Heritage College office staff from mid November 2022 (negotiable).**

At Heritage College, we educate students to become self-confident lifelong learners in an atmosphere with God at the centre. All our staff model the characteristics Heritage College Knox seeks to develop in our students; a God-focused perspective, honesty, integrity, care for others, reliability and professionalism. The successful candidate should be committed to the ethos of the College.

## **The Role**

The Marketing and Enrolments Coordinator reports to the Principal of the College and is responsible for providing marketing and enrolment administration support for the school. The position is a part-time position, 0.5 full-time equivalent (19 hours per week).

## **Selection Criteria**

The successful candidate should be able to demonstrate skills in the following:

- Attention to detail
- Proficient Computer skills (advantage to have knowledge of Mail Chimp, Canva and Adobe Creative Suite)
- Time management and organisation skills
- Willingness to work as part of a team
- Proficient and effective verbal and written communication skills
- Adaptability
- Maintaining confidentiality
- High level of customer service skills

## **Requirements**

- Certificate III or higher in Administration, Business and/or Marketing preferred, but not essential
- Previous Marketing and Administration experience preferred
- Working with Children Check

For further information please visit our website [www.heritage.vic.edu.au](http://www.heritage.vic.edu.au). For further enquiries, to request a position description or tour please contact reception on 03 9739 8126.

## **Application Process**

To apply, please send your application directly to the business manager, Jen Wallace at [jen.wallace@heritage.vic.edu.au](mailto:jen.wallace@heritage.vic.edu.au) supported with:

- A cover letter addressing the selection criteria and your interest in the role
- A Curriculum Vitae/Resume with at least three referees
- Copies of academic transcripts and qualifications, if applicable

On receipt of your application you will receive notification that your application has been received. Shortlisted candidates will be contacted and invited to attend an interview.

**APPLICATIONS CLOSE 19 AUGUST 2022**