COMUNICATIONS & DEVELOPMENT ASSISTANT

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Communications &amp; Development Assistant</th>
<th>Responsible for:</th>
<th>Administrative assistance to the Community Development Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td>SSO Band 2 41 weeks per year</td>
<td>Line Manager</td>
<td>Community Development Officer</td>
</tr>
<tr>
<td>Date of Commencement</td>
<td>2 May, 2016</td>
<td>Reporting to</td>
<td>Community Development Officer</td>
</tr>
<tr>
<td>Tenure</td>
<td>Permanent</td>
<td>Appointment</td>
<td>Permanent 0.4 FTE</td>
</tr>
</tbody>
</table>

GENERAL POSITION DESCRIPTION

This position requires the individual to provide administrative support in all aspects of Community Development functions including database management, production of publications, event management, liaison with Volunteers, Parents & Friends and Past Scholars. The Communications and Development Assistant will work collaboratively with other staff in administration and also work independently.

This is a versatile role where you will be working with general administration with the provision of a range of clerical tasks and also work with graphic design within our branding guidelines for all facets of marketing including print (local press, magazines, flyers), digital (web, social content) and signage.

JOB AND PERSON SPECIFICATIONS

The successful application will:

- Possess excellent oral and written communication skills.
- Have high level skills in MS Office and a range of database and design applications including Adobe Creative Suite, InDesign, Illustrator and Photoshop or demonstrated ability to rapidly acquire such knowledge.
- Produce a high standard of digital design and multimedia publications and assets.
- Assist with marketing and communication initiatives.
- Be detail orientated with strong proof-reading skills.

Personal Attributes

- Experience working in a fast paced, busy office.
- Ability to work co-operatively in a team environment.
- Contribute to the ethos of a Christian School.
- Calm, pleasant personality.
- Customer focus.
- Sound communication skills, both verbal and written.
Qualifications
- A degree or diploma in design, graphic arts or a related area.
- Experience in marketing and communications or equivalent combination of education/training experience.
- Experience with PC School and/or Seqta an advantage.

Essential Elements
- Police check.
- Mandatory Reporting Certificate.
- Current driver’s licence.
- First Aid Certificate.

Desirable Elements
- Photography
- Video planning, production, capture and editing skills.
- Prepress and printer knowledge.

KEY SELECTION CRITERIA
- A vibrant and active Christian faith.
- Strong organisational skills.
- Accuracy and attention to detail.
- Experience with the Office suite (Word, Excel, Powerpoint, Outlook), Publisher and Adobe, InDesign (or similar) and database programs.
- Effective communication with students, parents and staff.
- A commitment to working in a team.