



Mount St Benedict  
College

## College Marketing Administrator

- Permanent – term time only**
- Attractive salary averaged over the year**
- Independent Catholic College**

### The Organisation:

Located in Pennant Hills, Mount St Benedict College is inspired and informed by the Good Samaritan heritage, educating young women in a Catholic community where all are encouraged to contribute with the gifts given to them to make a difference in the world.

### The Role:

Reporting to the Principal through the Marketing & Development Manager and working closely as a member of the marketing team, The Marketing Administrator will design and produce College communications and publications across both print and digital as well as maintain the College website.

### The Tasks:

- To work with the Marketing and Development Manager and key staff to create and distribute a range of communications and publications across print and digital mediums;
- Work closely with the Marketing Manager in maintaining the College website;
- Maintain the online payments and events booking system through the College website;
- Responsible for the collection of content, coordinating all information required, technical creation, layout and distribution of the weekly College newsletter within set timelines;
- Ensuring all communications and publications across print and digital mediums are consistent with the College style guide;
- Meet with Marketing and Development Manager weekly to outline task priorities;
- Log all design/website tasks into a task tracker;
- Together with members of the Marketing and Development Team assist with the photography and videography of College events as required;
- Assist with College functions such as College Tours, in conjunction with the Marketing and Development Manager as required.

### The Skills & Experience required:

- Relevant tertiary qualification (Cert IV or above);
- Good level of administrative competency;
- Intermediate computer skills, including database management systems and design packages, i.e. Adobe InDesign, Photoshop, Microsoft Publisher;
- Demonstrated experience with web content administration;
- Ability to create and develop marketing materials in adherence to a corporate style guide;
- A creative thinker with a resourceful working style;
- Excellent attention to detail;
- Strong written and verbal expression;
- Embraces the Benedictine values;

- Previous experience within an educational setting would be advantageous but not essential
- Experience with photo editing and HTML would be highly regarded.

**The Benefits:**

1. Enjoy a highly collaborative & respectful team enviro;
2. Join in all the school events and functions;
3. School holidays off with salary averaged across the entire year;
4. Working where your creativity is valued.

**Your move:**

If this fits the bill regarding your previous skills and experience and you love the sound of this creative and challenging role for your career, then **Apply Now!**

Please be aware the successful candidate must possess a current Working with Children Clearance.

**For our part:**

Mount St Benedict College has engaged the services of McCormack Employment Services for this recruitment. We always respond to every application received and we will come back to you one way or the other as soon as possible!

If you have any questions or queries, please email Cheryl McCormack;  
[cheryl@mccormackemployment.com.au](mailto:cheryl@mccormackemployment.com.au) **Please do not apply to this email as your CV may not end up where it needs to be!**