

# ADMINISTRATIVE ASSISTANT (MARKETING AND COMMUNICATIONS) POSITION DESCRIPTION



Churchie.

## POSITION DESCRIPTION AND SELECTION CRITERIA

Position title:	Administrative Assistant (Marketing and Communications)
Organisational department:	Marketing and Communications
Reports to:	Director of Community Relations
Type of employment and classification:	Full time, SO Level 2
Date:	July 2025

### Primary Purpose of the Position

The Marketing and Communications Assistant provides essential administrative and logistical support to the Marketing and Communications office. Reporting to the Director of Marketing and Communications, and working closely with the Senior Marketing and Communications Officers, this position supports the delivery of key marketing and communication activities by assisting with event coordination, mailouts, data management, and the preparation of collateral and photography. The role plays an important part in maintaining efficient workflows, ensuring timely support to campaigns and events, and contributing to the operational success of the team.

*Please note the School reserves the right to alter this position description based on operational needs.*

### Key Accountabilities

- Assist with the preparation and distribution of communications, including emails, invitations, registrations and follow-ups using platforms such as Mailchimp and JotForm;
- Generate and maintain mailing lists by extracting and segmenting data from the School's CRM (Synergetic), in collaboration with the team;
- Provide support to major school events such as Open Day, Discovery Day, Headmaster's Tours and other key enrolment or community events.
- Support event delivery by preparing promotional materials, packing merchandise, creating name tags, and liaising with suppliers as required;
- Assist with formatting, proofreading and distribution of marketing materials and publications;
- Coordinate photographer bookings for school events and maintain the photography schedule in collaboration with team members;
- Upload and tag photography in the image management system (Pixevely), ensuring files are stored and labelled accurately;
- Support basic website updates using the content management system, under direction from senior staff;

- Manage stock levels and restocking of printed collateral, banners and branded merchandise;
- Support credit card reconciliation and purchase order processes, ensuring receipts are correctly labelled and submitted;
- Maintain records, update systems and perform general administrative tasks to support campaign delivery and team organisation;
- Support the wider Marketing and Communications team as required, assisting with priority tasks, event preparation and day-to-day operations.

From time-to-time additional duties may be required primarily by the Director and/or members of the Executive Team.

## Other Information

Applicants are expected to be committed to the principles of Christian education and will comply with the School's values, code of conduct, and standards for all staff and volunteers.

### Personal Growth

- Pursue professional development opportunities both at Churchie and externally in order to keep abreast of changes in education and appropriate subject areas;
- Maintain membership of appropriate professional bodies, and participate actively in their seminars, conferences and workshops.

### Spiritual Awareness

- Attend Staff Chapel services as a model for colleagues.

### Community Service

- Support Community Service initiatives at the School.

### Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying;
- Smoking (inclusive of vaping under QLD legislation) is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

*From time to time additional duties may be required by the supervisor, the executive or Headmaster.*

## Child Protection

All employees of Churchie are required to familiarise themselves with the Protecting Children and Young People in Anglican Education Policy. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact with and ensure compliance with the Schools' Code of Conduct and Statement of Commitment at all times. As such all potential employees are subject to a screening process prior to appointment. During the course of carrying out their duties, if an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold a current Working with Children Check (Blue Card) QLD; be registered with and maintain registration with the Queensland College of Teachers (QCT); or have a current and valid registration with the Australian Health Practitioner Regulation Agency (AHPRA) prior to commencement and throughout the term of employment.

## Selection Criteria

1. Demonstrated experience in providing administrative marketing/event support in a fast-paced environment, with strong attention to detail and task follow-through.
2. Ability to manage competing deadlines and switch between tasks efficiently throughout the day.
3. Strong written and verbal communication skills, with the ability to liaise professionally with internal stakeholders and external suppliers
4. Competency in Microsoft Office (Word, Excel, Outlook) and the ability to learn new platforms such as WordPress, Mailchimp, Pixivety, Canva and Synergetic with training
5. Organisational skills to support the preparation and coordination of events, collateral and communications assets
6. Willingness to work collaboratively as part of a team and provide support across a broad range of duties
7. Willingness to support the spiritual, community and cocurricular life of the School.
8. As this is a non-academic appointment, the successful candidate must have proof of eligibility to work in Australia and have hold a current Working with Children Check (Blue Card) QLD.