

# ENGAGEMENT COORDINATOR POSITION DESCRIPTION



Churchie.

## POSITION DESCRIPTION AND SELECTION CRITERIA

Position title:	Engagement Coordinator
Organisational department:	Engagement
Reports to:	Director of Engagement
Type of employment and classification:	Full Time, SO Level 3
Date:	July 2025

### Primary Purpose of the Position

This role is to coordinate and provide administrative guidance to the Engagement Department. The role will also liaise across other school departments such as Events, Marketing and Communications, Archives and Cocurricular, as well as external stakeholders, through positive engagement.

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

### Key Accountabilities

#### Event Management

- Collaborate with the events, marketing and communications, archives and cocurricular departments to coordinate well managed and organised events delivered to the highest standard.
- Ensure that the production of appropriate supporting material for various initiatives and activities are delivered at a high standard.
- Liaise with external venues and relevant stakeholders in cooperation with the Events Management Team to coordinate off-site events such as:
  - OBA reunions
  - Key annual events (i.e. Golf Day, Long Lunch, Annual Dinners)
  - Attendance at key events (as agreed) to assist with the coordination and to enhance the positive engagement of the department.

#### Communication

- Demonstrate high level interpersonal skills, professionalism, and public relations skills in communication with internal and external relationships.
- Maintain the professional standards of the School when representing the Engagement Department by ensuring all correspondence adheres to a consistent standard.
- Coordinate the production and distribution of collateral material for the Engagement Department.

- Liaise with the Marketing department with information for the School's website and school based publications (i.e. Eagles' Wings, The Viking) on behalf of the Engagement Department.
- Maintain the Engagement online platforms (i.e. website)
  - Web design elements
  - Contact information is kept consistent with the School database
  - Build and design mail campaigns and newsletters
- Coordinate the content creation for social media posts according to school policy
- Respond to queries on behalf of the Engagement department and escalate concerns to the Director.

## **Foundation**

- Process donations and relevant documentation related to fundraising, using established procedures and standards.
- Extract reports on constituents linked with the School community to assist with fundraising activities.
- Coordinate the recording of contributions associated with fundraising appeals and capital campaigns such as:
  - Creation of database reports
  - Donor tax receipts
  - Donor acknowledgements
- Coordinate and conduct research to identify prospect donors to support the Foundation strategy.
- Communication and tracking of the overseas study scholarship programme.

## **Database management and administration**

- Undertake data entry and maintain the integrity of all client information in the School's database system.
- Generate reports and provide an analysis summary of information by request of the supervisor.
- Provide the Director of Engagement continuous quality improvement of administrative systems and processes.
- Document and report creation.
- Document and maintain efficient systems, processes and procedures that are relevant to the department to ensure optimal operational effectiveness.
- Provide training and ongoing guidance through instruction and practical demonstration to the Engagement Assistant.

## **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, Executive member or Headmaster. This includes attendance at events outside typical business hours.*

### **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. Prior experience in fundraising, events, or philanthropy would be highly regarded.
2. Demonstrate a capacity to develop highly effective and performing teams, seeking to develop a climate of trust and authenticity with colleagues, students and parents.
3. Excellent organisational and project management skills, with the ability to coordinate multiple complex projects and deadlines simultaneously, while maintaining a high level of attention to detail.
4. Highly developed interpersonal and stakeholder engagement skills, both written and verbal, with a demonstrated ability to build strong collaborative relationships across a variety of internal and external stakeholders.
5. Demonstrated ability to contribute positively to team culture and provide mentoring, training or guidance to team members, fostering a collaborative and high-performing team environment.
6. Advanced proficiency in relevant software and digital tools, including the Microsoft Office suite (Word, Excel, Outlook, Teams), Adobe Creative Suite (InDesign, Photoshop, Acrobat), and CRM/database platforms (e.g. Synergetic).
7. Willingness to support the spiritual, community and cocurricular life of the School.
8. Proof of eligibility to work in Australia and hold a current Queensland Working with Children Check (Blue Card).