

## MARKETING AND COMMUNICATIONS COORDINATOR

- Work across a growing community services organisation with diverse marketing and communication needs
- Flexible and supportive work environment
- Part time role, located in Mortdale

### **About STGCT**

St George Community Transport (STGCT) is a not-for-profit organisation that is committed to improving the lives of its customers, by providing a range of services to meet their needs, goals and preferences which will enable them to live independently in their own homes.

### **About the role**

We are seeking a **Marketing & Communications Coordinator** to join our team. The Marketing Coordinator will be responsible for directing and maintaining the integrity of the STGCT brand through the delivery of comprehensive, timely and consistent communications and marketing activities

Reporting to the Chief Executive Office, the Marketing Coordinator will coordinate, monitor, develop and deliver initiatives to enhance the customer base. You will be required to partner with internal and external stakeholders to execute tasks in a positive and proactive manner while supporting the development and implementation of an organisation-wide marketing and communication strategy.

### **We are seeking someone:**

- Tertiary qualification in Marketing and or Communications.
- Demonstrated experience in the marketing of product and/or services.
- Well-developed customer service focus with excellent communication skills, both written and oral.
- Exceptional organisational and planning skills that contributes to effective and efficient project execution.
- Exceptional writing skills, including perfect spelling and grammar, an innate ability to convey (and evolve) our vision, mission and values and the ability to incorporate feedback with attention to detail.
- Experience in developing marketing and communications content in traditional, digital, and social media channels.
- Strong communication and interpersonal skills with the capacity to manage relationships with multiple stakeholders (internal and external).
- High attention to detail, organised and the ability to multitask under pressure and work on multiple campaigns simultaneously.
- Proficient in MS Office suite, InDesign, and CRM platforms.
- Passion, dedication and commitment to marketing and communications with a great attitude that embraces a positive work culture and a healthy work ethic.
- Desire to support the local community.
- Culturally aware and sensitive to the needs and different perspectives of people from diverse cultures.

### **What we can offer:**

- Employment with a values-based organisation.
- Opportunity to take ownership and implement contemporary marketing solutions across a diverse organisation.
- Salary packaging opportunities.

The successful candidate must undergo a National Police Clearance prior to commencement.

As an EEO employer, we welcome applications from people of NESB and Aboriginal and Torres Strait Islander backgrounds.

For more information about the role contact CEO, Carol Strachan on 9585 3000.

To download the appropriate position description please visit our website [https://www.stgct.org.au/join\\_us.html](https://www.stgct.org.au/join_us.html) or contact Amalia Betihavas on 9585 3000 or via [amalia.betihavas@stgct.org.au](mailto:amalia.betihavas@stgct.org.au) to request one.

**Applications close 18th April 2022 at 5.00pm.**

All applicants must address the selection criteria listed under 'essential experience or skills' outlined in the position description

***Join our team and make a difference to the lives of many in our community.***