

Events Coordinator

Part-time 0.6 FTE, Temporary position (2-year contract), commencing ASAP

About Us

Newman College is a Catholic PK-12 school educating in the Marist tradition, with an enrolment of 1850 students. We strive to animate our delivery of learning, teaching and wellbeing, as one which is innovative and creative, underpinned by contemporary and relevant pedagogy.

About the Role

We have an exciting opportunity for a dynamic and enthusiastic Events Coordinator to join the College on a temporary part-time basis (0.6 FTE), commencing ASAP on a 2-year contract.

The Events Coordinator coordinates all aspects of key School and community events ensuring the production of high-quality events are executed from conception through to completion. The Events Coordinator shall build and maintain relationships with stakeholders, provide administrative and logistical support, and liaise with a wide range of organisations to develop and deliver events.

For more information please refer to the role description on the College website.

About You

The successful applicant will have experience in Events Coordination. The successful applicant will also have strong time management and organisational skills, as well as excellent communication skills. In addition, the successful candidate will be supportive of the Marist and Catholic ethos and demonstrate commitment to our ongoing child safeguarding principles.

To Apply

Your application must include:

- **Cover Letter:** State why you are applying for the position and detail your most relevant qualifications and experiences and demonstrate your suitability for the role. (Maximum 2 pages.)
- **Curriculum Vitae:** Outline your personal details, qualifications, education/professional memberships, and relevant work history. Relevant work history should include a brief outline of the duties and responsibilities associated with each role and provide the FTE and dates/period of employment for each of the positions.
- **Referees:** The names and details of three people who have consented to act as referees. You must include your current employer. Please note that the Principal of Newman College reserves the right to contact persons not nominated by the applicant.

Consistent with the State Government's COVID-19 Mandate, Newman College requires all staff to be fully vaccinated against COVID -19 or otherwise medically exempt.

Applications close 9:00am, 10 June 2022.

We encourage you to apply as soon as possible as we reserve right to close this vacancy early.

Please direct any enquires to People & Culture at employment@newman.wa.edu.au

Challenge — Collaborate — Create — Celebrate