



Position Description

Development Office Admin Assistant

November 2023

Tenure: Ongoing, FTE 0.8, Category C

Salary & Conditions: Terms and conditions are as per the Catholic Education Multi Enterprise Agreement 2023 and will be negotiated with the successful applicant

Superannuation: As per Superannuation Guarantee Legislation

Organisational Context

Monivae College is a secondary Catholic co-educational day and boarding school welcoming to everyone. Inspired by the vision, spirituality and ethos of the Missionaries of the Sacred Heart students are at the heart of all that we do. We nurture academic achievement, faith, resilience, empathy, personal and physical growth to develop our students to the best of their abilities which reflects Gods love for all. Monivae College as a Catholic school is a place where the sacred dignity of each person is recognised, respected and fostered. Monivae College takes an integrated and collaborative approach to building and strengthening a safe and respectful school community which is safe for children and young people. The Development Office Admin Assistant is expected to be part of a positive and cohesive team within the School.

Organisational Relationships

Internal: Development Office Team, Business Manager, Principal, Other staff as required

External: Relevant contractors, suppliers, families, Old Collegians

Review

This position description is intended as a framework for professional review. As Monivae College evolves to meet the changing needs of our community, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.

Role Overview

The Development Office Admin Assistant will play a crucial role in supporting the marketing, enrolments and Old Collegians (MOCA) engagement of Monivae College. This position requires a highly motivated and creative individual who can assist with the implementation of events, communications and campaigns. The successful applicant will also collect and manage data that assists with analysis and planning of the department's activities. This role is a supporting role to current Development Office team members, therefore an ability to prioritise, communicate and multi task is essential.

Role & Responsibilities

Maintain College and MOCA websites to ensure they are up to date and intuitive

Event organisation support including: promoting, ticketing, monitoring registrations, assisting with production of invitations, run sheets, programs and Powerpoint presentations, setting up, welcoming and ushering, answering enquiries and gathering data from post event surveys. Events may include reunions, assemblies and information sessions.

Provide general administrative support including data entry, filing, maintaining databases, cataloging images, monitoring and actioning emails, printing and collating

Create drafts of social media content in accordance with a strategic social media plan for College and MOCA platforms

Design digital assets for, and program LED display (training provided)

Source and collate articles and images for and liaise with designer of an Annual MOCA Magazine (The Dolphin)

Assist with production of on brand collateral including handbooks, magazines, programs, prospectus and display materials

Maintain an image library of college events (photography training provided if required)

Other duties as directed within the scope of the Development Office activities

Key Selection Criteria

Content creation skills including writing, image and video editing

Ability to provide effective communication and collaborate at all levels including prospective families, current parents, students, other staff, Old Collegians, contractors and community members

Proficiency in digital marketing and range of social media platforms, content management systems and design software

Able to show initiative, common sense and problem-solving skills

Able to commit to occasional evening or weekend work to support school events and activities

Strong creative thinking, ability to contribute innovative promotional ideas that align with the College brand

Eye for detail and ability to meet deadlines

Self-motivated and proactive

Flexibility and confidentiality

Other criteria (non-mandatory, training can be provided)

Experience using any of the following software programs and platforms: Canva, Craft CMS, TryBooking, Greenvelope, Potentiality CRM, Enquiry Tracker, Meta for Business, Google Drive, school database systems (or similar programs)

Qualifications, Skills, Experience**Essential:**

Ability to demonstrate a commitment to the Catholic Ethos and MSC values of Monivae College

Demonstrated ability to carry out the role

Must hold or be willing to obtain a Working with Children Check and undergo a National Police Check

Familiarity with obligations relating to child safety and understanding of child safety

Desirable:

Administration, event support and/or marketing certification or relevant experience