



CHRIST COLLEGE

— *IS SEEKING A* —

COMMUNICATIONS AND  
ADMINISTRATION OFFICER

Christ College is seeking a full-time Communications & Administration Officer. The successful candidate will work on-site at Christ College in Burwood, and the role may involve some attendance at various conferences and events. Duties will commence in December, 2017.



## ABOUT CHRIST COLLEGE

Christ College is the theological college of the Presbyterian Church of Australia in New South Wales, governed by the Presbyterian Theological Centre Committee. It is comprised of over 300 students studying in various modes (full-time, part-time, face-to-face, intensive, online) as well as both lecturing and support staff.

Christ College is an affiliated college of the Australian College of Theology (ACT), a consortium of 17 Bible and Theological colleges. The ACT is responsible for the accreditation of the courses offered at Christ College, as well as maintaining educational standards across the consortium. Christ College also offers units of study through various partnerships with other theological education facilitators, namely Presbyterian Youth (PY), the Chinese Theological College of Australia (CTCA), City to City (Australia) (C2C), and Jericho Road (JR).

Christ College's mission is to glorify God by preparing leaders for God's church and its gospel-centred mission in the world, enabling God's people to live for Christ in all of life.



## RESPONSIBILITIES

The Communications & Administration Officer reports directly to the Operations Manager and represents the College as a first point of contact across various forms of communication. The successful candidate will be responsible for the implementation of various communications and administration initiatives of the college within a small team.

## SPECIFIC AREAS OF RESPONSIBILITY

### **COMMUNICATIONS**

- Create an outstanding first impression as the first point of contact across various communication channels including but not limited to reception duties, written and email correspondence, and social media platforms;
- Contribute to the development and implementation of marketing plans and initiatives alongside the Operations Manager and the college's graphic designer, and coordinate the distribution of promotional materials through a variety of channels including but not limited to print media, electronic direct mail (EDM) and social media;
- Contribute to and promote the growth of Christ College's online presence including involvement in updating and maintaining the Christ College website and social media platforms;
- Assist with the planning, promotion, administration and logistics of Christ College events (including coordination with College caterer);
- Contribute to the development and implementation of a Christ College alumni and supporter network;
- Implement Christ College internal communication strategies including but not limited to the weekly EDM, community noticeboard, and College signage (digital and print);
- Promote Christ College at various conferences and events;
- Maintain the Christ College mailing and contact lists; and
- Coordinate the process, administration and logistics of Christ College facility hire.



## **ADMINISTRATION**

- Assist students and other guests as the first point of contact for all enquiries including but not limited to invoicing, payments and receipts;
- Order and maintain stock (merchandise, stationery, consumable amenities, kitchen supplies, etc.);
- Liaise with the college Caretaker to coordinate the set-up of rooms for classes and events (including Audio Visual facilities);
- Maintain the college and staff shared calendar;
- Assist the Principal and Operations Manager with diary appointments; and
- Other duties as directed by the Principal and/or Operations Manager.

## **QUALIFICATIONS**

### **ESSENTIAL**

- Evidence of an active commitment to the mission, vision and values of Christ College;
- Highly developed relational skills;
- High levels of oral and written communication skills;
- High level of organisational ability;
- Ability to work in a team;
- Ability to work under pressure;
- Ability to complete delegated tasks without supervision;
- Eye for detail and accuracy of work;
- Expertise in major software applications including Microsoft Office - familiarity with website, Customer Relationship Management and Learning Management System software is desirable;
- Understanding of digital and social media platforms and marketing; and
- A desire to learn new things.

### **DESIRABLE**

- Bachelor level qualifications in media and/or communications, or equivalent work-based experience;
- Familiarity with basic Audio Visual systems and equipment (projectors, speakers, sound desk, etc.).



## APPLICATIONS

Applications and enquiries to the Principal, Dr Ian Smith ([principal@christcollege.edu.au](mailto:principal@christcollege.edu.au)) by 5pm on the 13th October 2017. Applications must include a cover letter, complete curriculum vitae showing relevant work experience, the names of two referees (one of whom should be a professional referee), and information on current church involvement.