



## **School Promotions & Marketing Coordinator**

Are you one of our “Raving Fans” and have marketing/promotions experience?  
Looking for a challenging work environment that’s family friendly?

### Do you have these skills?

- A marketing background
- Sound knowledge of Social Media, WordPress, Canva or Adobe creative suite
- Outstanding written and oral communication skills
- Exceptional interpersonal skills
- Knowledge of the local area
- The ability to be tenacious, flexible and adaptable
- Demonstrated initiative
- Able to work in a team
- Exceptional organisational skills

### **Would you like to put them to work for your school?**

#### What you could be doing:

- Liaising with the CSO Marketing team on system initiatives
- Promoting the school within the local community
- Building relationships with local organisations and businesses to raise our brand awareness
- Creating local marketing initiatives and events and evaluating their success
- Creating and developing new innovative ways to communicate the school message to the community and our existing parents
- Planning, organising and overseeing open day and open evening initiatives
- Designing, implementing and monitoring social media campaigns
- Creating partnership programmes with local preschools
- Organising school readiness presentations in preschools
- Organising school transition programmes
- Seeking out and following up all enrolment enquires made to the school
- Supporting the Principal to market the school effectively

The Diocese of Broken Bay school system has opportunities for passionate and experienced parents to work two days per week for the remainder of the school year to build up the promotions and community communications of your school.

If this opportunity is of interest, please send a brief 2-page EOI to [hr@dbb.catholic.edu.au](mailto:hr@dbb.catholic.edu.au) by Friday 7<sup>th</sup> August. And include your availability in regard to what days of the week are best for you.