

Marketing and Communications Officer

Term: Full-time, ongoing position

Location: Ballarat

Reporting to the Marketing and Communications Manager, the Marketing and Communications Officer will work to advance and promote Catholic Education Ballarat and the system of schools it oversees to a variety of internal and external audiences.

Benefits

- Opportunity to continue to learn and grow your marketing and communications career in a progressive and dynamic environment
- Generous remuneration package and leave greater than provided in the National Employment Standards
- Flexible work options

Some Key Responsibilities include:

- Support the manager in planning and delivery of a wide variety of strategic projects, campaigns and events.
- Co-ordinate production and distribution of weekly digital newsletters and special EDM publications.
- Maintain currency and enhance appeal of DOBCEL website.
- Source and develop engaging 'on message' content for web and social media platforms, including video, photography, reels etc.

Download the [role description](#) and [employment application form](#).

Applications to be sent to employment@dobcel.catholic.edu.au must include:

- Cover letter
- Resume
- Completed employment application form

For a confidential discussion about the position contact:

Gerard Delaney, Manager: Marketing and Communications **0413 274 176**

Sarah Hanley, Talent Acquisition Partner **0488 148 612**

Applications close **Sunday 4 August 2024**.

DOBCEL is committed to the safety, wellbeing and protection of all children and young people in our care.