



Communications and Administration Officer

The Australian Association of Christian Schools (AACCS) is seeking to appoint a positive and faithful individual to the position of Communications and Administrations Officer.

This newly created, part-time role will be responsible for implementing the association's communication and member engagement strategies and providing administrative support to the executive officer. The successful candidate will manage the association's external communications and will include proactive media, stakeholder relations, promotional materials, event planning and management and web/social media content.

This role will suit a self-motivated, organised person who thrives working in a small team with a high level of autonomy.

About You

With a background in communications and administrative roles, and experience within the Christian education sector, you are deeply motivated and committed to our Vision 'to promote and defend the value of Christian education'.

The successful candidate must have:

- a strong Christian faith with regular attendance at a protestant church
- excellent organisational, planning and coordination skills,
- warm interpersonal skills and the ability to communicate effectively with member schools and external stakeholders including media, political and government representatives,
- high level written communication skills and the ability to articulate complex concepts in simple and accessible language,
- the ability to see opportunities and take the initiative to further improve communications and member services.



About the Role

The Communications and Administration Officer will:

- develop and execute a communications plan aligned with the strategic plan,
- produce content for the association's digital platforms and publications,
- establish and maintain positive working relationships with member schools, including principals, board members and parent associations,
- develop external communications including member newsletters, campaign materials and other media activities,
- coordinate and provide input into quarterly Board meetings,
- maintain up to date membership database,
- develop and deliver corporate events and publications such as the Annual General Meeting & the Annual Report,
- assist with the coordination of a range of administrative and organisational tasks for the executive officer, including background briefing material for meetings, calendar management and travel arrangements.

Essential Attributes

The successful candidate must be a committed Christian of the protestant, evangelical tradition, with a demonstrated active faith in their local church. You must be able to affirm and agree to observe the AACS Statement of Faith. You must be a self-motivated person, able to work with limited supervision.

Conditions

This is a 0.6 FTE position with the ability to work flexibly from home or within a Christian school office (location negotiable) with a salary dependent on experience and qualifications. Email applications to enquiries@aacns.net.au with a covering letter, resume and three referees including one from your pastor. For more information call Vanessa Cheng, Executive Officer on 0416 277 372. Applications close 21 January 2023.