



Careers / Gateway and Communication Portfolio Vacancy 2019

30 Hours Per Week Monday – Friday (Term time)

We are seeking motivated applicants for Careers / Gateway / Communications portfolio. Previous experience and qualifications are an advantage. All applicants must display authentic support of the school's Special Character.

The successful applicant will:

- Have an ability to effectively build and maintain professional networks and relationships with outside providers and students.
- Be a good communicator, with efficient time management and event organisation skills
- Be professional, highly motivated and eager to learn
- Have an ability to multi-task, prioritise workload and use initiative
- Be flexible and willing to work across a multiple campus model

- **Website:**

Competent in uploading various types of content to a WordPress platform
Creating and expanding new tabs and pages within the website

- **Social Media:**

Creating and managing consistent content for social media pages (Facebook and Instagram)

Understanding of social media data analytics, tracking post reach and engagement and adjusting your social media plan accordingly

Knowledge of Facebook Business and the Pages tools.

- **Notices Communications (In house):**

Proof-reading and sending out communication through the student management system

Competent in Microsoft office suite to complete student/staff handbooks and school newsletters

Applications close 23rd November 2018. All applicants must complete the Elim Christian College application forms. To request an application pack, please email Raewyn.Openshaw@elim.school.nz