



POSITION DESCRIPTION

Position: Community Relations Assistant

Classification: ATO Level 3

Reports to: Director of Community Relations

Tenure: Ongoing

The role of the Community Relations Assistant is to work with the Director of Community Relations, Parent Council and special interest groups to run specific events and activities that support the strategic plan. The objectives are strengthening and providing more opportunities for parent engagement and establishing connections with the broader community. The Community Relations Assistant also supports the Admission Manager with tours and administration support.

KEY RELATIONSHIPS: Director of Community Relations, Admissions Manager, Staff, Parents, Students,

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

- Support Parent Council and the special interest groups to provide parents engagement opportunities through various events and activities.
- Proactively look for ways to strengthen and provide parent engagement opportunities.
- Work with the Admission Manager in relation to tours and administration support.
- Liaise directly with parents, electronically and/or in-person
- Other duties as required

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Experience in event management
- High level communication skills, verbal and written
- Effective communication, customer service and interpersonal skills to present a professional, personal, and knowledgeable image
- Discretion and reliability for confidentiality
- Excellent computer literacy and proficiency in Microsoft Office applications and specified software programs (Canva, EnrolHQ, Campaign Monitor)
- Experience with social media
- Flexibility and ability to handle multiple tasks and meet deadlines
- Ability to work independently and as a member of a team
- Highly collaborative approach and ability to maintain strong working relationships with a diverse range of stakeholders, both internal and external
- Enthusiastic and energetic attitude

- Demonstrated understanding and practice of respect for people across a range of backgrounds and cultures

Desirable

- Tertiary qualifications or a related discipline
- Previous experience in a comparable role

3. TERMS OF EMPLOYMENT

- Occasional evening and/or weekend work will be required
- Salary to be annualised over the year based on weeks worked
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)

Date Reviewed: Nov 2021