Applications are sought for the position of full time Community Relations Officer located within the Community Relations Team at Santa Sabina College. The successful applicant will have an initial focus on leading and managing College wide events, focusing on community engagement and communicating the activities of the College through innovative social and digital media, mobile and website platforms, in partnership with other members of the team.

The successful applicant will be responsible for:

- **Event Management** - responsible for coordinating and promoting a range of K–12 College events in conjunction with the relevant lead organiser.

- **Community Engagement** - working closely with the Community Relations Team and other key stakeholders across a range of activities to increase community engagement.

- **Publications** – working with other team members in the design and production of College publications.

- **Media Relations** - develop media releases and build strong relationships with key media to raise the profile of the College.

- **Promotion** - promoting the activities of the College to the Community, using a variety of communication mechanisms.

The following competencies are essential:

- excellent verbal and written communication skills
- demonstrated experience in managing community wide events
- ability to engage the Community in College events

It is envisaged that the successful applicant will possess tertiary qualifications in a relevant area and have a number of years’ experience in a similar role. Experience in the Education Sector would be well regarded. Please contact Juliann Lee, Director of Human Resources for any further information on 9745 7029.

Applications close on **28 October 2013**. Applications should include details of two recent referees and can be sent to recruitment@ssc.nsw.edu.au.

*Applicants must complete a Working with Children Check prior to appointment.*