



Communications Content Creator and Graphic Designer

Commencing April 2020

Due to a new and expanding area within the Catholic Schools Office Lismore, we are looking for a motivated and appropriately skilled person to be the Communications and Graphic Design Administrator. The role supports the coordination and implementation of the communication strategy to ensure a consistent message to employees and stakeholders aligned to the strategic intent of the Catholic Schools Office.

Key Tasks and Responsibilities

- Certificate IV or higher in either Communications, Marketing, Public Relations (or similar) with a minimum of 5 years' experience.
- Recent experience in the moderation of social media accounts.
- Strong communication (written and oral) skills
- Highly developed interpersonal skills.
- Ability to produce and deliver quality content and digital presentations.
- The ability to work individually and collaboratively as part of a team.
- Strong planning and organisational skills with an ability to manage multiple projects.
- Maintaining protocols in relation to service delivery and confidentiality.

An application which addresses the qualifications, skills and experience needed should be emailed to: **recruitment@lism.catholic.edu.au**

Applications close: Friday, 13th March 2020

Child Protection legislation requires preferred applicants to be subject to employment screening.

An Equal Opportunity Employer