



St John

Marketing Program Coordinator (Part Time)

- Keen to work for a cause rolling out community marketing programs?
 - Think you could thrive in an integral coordinator role that supports flexible working hours?
 - Love managing details, logistics and getting it all happening on the day?
 - If so, then this could just be your new role.
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- Contract role - 4 months (approximately 25 hours per week)

This dynamic contract role involves coordinating the development and delivery of significant community programs to achieve our organizational goals. The role is ideally suited to someone who is seeking a truly challenging role with flexible working hours/days.

Successful candidates will possess high attention to detail, strong communication skills, be adept at multitasking - effectively prioritising tasks to ensure rollouts are achieved.

Duties and responsibilities:

- Program development, deployment and review
- Managing campaign fulfilment cycles
- Liaising with agencies, customers and suppliers
- Assisting the development of new product and programs

Essential:

- Tertiary qualification in marketing, communications or related discipline
- 5+ years previous experience in a similar role
- Exceptional verbal and written communication skills
- Excellent time management skills with a demonstrated ability to organise and manage detailed projects
- Ability to work independently and meet required deadlines
- Ability to develop and manage pivotal relationships with internal and external stakeholders

If you have the skills and experience to meet the challenges of this position please submit your application to martin.wells@stjohnvic.com.au. If you require additional information regarding this role please contact Martin Wells on (03) 8588 8377.