

Community Engagement & Experience Coordinator

Position Title:	Community Engagement & Experience Coordinator
Job Reference:	260805
Reports To:	Marketing and Communications Manager
Nature of Employment:	Ongoing, 1.0 FTE (44 weeks per year) Some out-of-hours work is required
Classification:	Grade 3 level 1-4 (80,367 – 85,990 FTE)
Commencement Date:	ASAP by negotiation

College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high-quality Christian education to children and young people from Christian families who are actively involved in their local church, and to other families who fully support their children's involvement in the Christian teaching, life, and expression of the school.

Our College operates as one school supported by a centralised leadership team, offering a continuous and seamless education pathway from Early Learning to Year 12 across three locations: Brooklyn Park Campus (Early Learning to Year 6), South Plympton Campus (Foundation to Year 12), and the Reynella Early Learning Centre.

Through providing excellence in education, our aim is that young people will:

- **Belong** – to know others and be known
- **Flourish** – to discover and grow into who they are in Christ
- **Think** – to build their knowledge, apply their skills and discern the truth
- **Respond** – to respond to the call of God in their lives

Key Purpose

The Community Engagement & Experience Coordinator is responsible for delivering meaningful and engaging experiences that strengthen the College community and bring the brand to life. This role leads the planning and delivery of key promotional events, old scholar engagement and social media content to build strong connections with current and past families.

Responsibilities are to:

- Lead Principal's Tours, Open Days and community events
- Manage Old Scholars' engagement and reunions
- Oversee social media content and calendar
- Capture photography and video content
- Design event materials, signage, and digital assets

Key Responsibilities

Event Management and Coordination

- Lead the key Promotional events for the College, such as: Principal's Tours, Open Days and Year 7 Orientation Family Dinner
- Manage the logistics, run sheets and stakeholder communications
- Administer the ticketing and creative promotion of school events and student performances.
- Lead and coordinate the Old Scholar Reunions

Old Scholar Community Engagement and Administration

- Oversee Emmaus Old Scholar Community to increase engagement and Reunion attendance.
- Initiate the inaugural Old Scholar Newsletter
- Manage the Old Scholar Connect CRM, Portal and Facebook group to maintain data integrity, growth and engagement
- Build relationships and networks with the Old Scholars Community and drive initiatives
- Implement initiatives to drive growth and engagement

Social Media and Digital Content

- Manage the College's social media presence to create engaging, timely and purposeful content – aligned with the College's calendar
- Collaborate with staff and leadership to identify content opportunities
- Curate targeted content to drive engagement and ensure a balanced and consistent brand representation
- Ensure tone and messaging are consistent with the College's values and brand identity.

Photography and Media Capture

- Capture high-quality photographs and videos of school events, activities, classrooms and special moments that reflect the life of the College.
- Ensure appropriate photo permissions and privacy requirements are followed.
- Maintain an organised and accessible photo library for marketing and school use.
- Provide timely edited images for publications, social media and internal communications.
- Develop promotional materials and advertising, including copywriting, graphic design, and printing.

Creative and Design Execution

- Design a range of promotional communications for purposes such as events, student communications. For example, posters, flyers, social posts, branded merchandise, banners etc.

Marketing Team

- Strengthen the College brand through the consistent use of the College logo/style guide
- Support the Marketing and Communications team during busy periods, by assisting with additional duties. This may involve flexible work arrangements and collaboration across the team to ensure successful delivery of key activities.

- Other duties as directed by the Marketing and Communication Manager, Head of Business Services or Executive Principal.

Selection Criteria

- A committed Christian with a deep desire to serve Jesus Christ as Lord.
- Tertiary qualifications in Marketing or related discipline, or equivalent experience.
- Experience in Event management (end-to-end).
- Demonstrated experience managing content for social media platforms, particularly Facebook and Instagram.
- Proven experience in graphic design, publications/promotional materials, or marketing communications.
- Proficiency in Adobe Creative Suite (especially InDesign, with Photoshop and Illustrator desirable) and Canva.
- Excellent written and visual communication skills, with an eye for detail and storytelling.
- Experience with content management systems (CMS) and email marketing tools.
- Strong organisational and time management skills with the ability to manage multiple tasks and deadlines.
- Previous work experience in an education setting.
- Demonstrated understanding of digital privacy, content approval, and consent practices.
- Photography or videography skills including post-production.
- Strong initiative, self-motivated and able to work with limited supervision.
- Valid Working With Children Check, Responding to the Risk of Harm, Abuse and Neglect (RRHAN-EC)

College Expectations

This role necessitates frequent travel between campuses and requires the use of your own vehicle. Out-of-hours work will be required, recorded as time off in lieu.

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Principal or Line Manager.
- Perform their responsibilities in a manner that reflects and responds to continuous improvement.
- Support the College's policies and expectations.

Submitting Your Application

Closing Date: 9:00am, Monday 7th September 2026

Applicants should provide:

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae/Resume which provides full personal details, qualifications, previous employment and experience.
3. A completed 'Application for Non-Teaching Position Form' available via our website emmauscc.sa.edu.au/about/employment.

Application submissions must be sent to recruitment@emmauscc.sa.edu.au and include all three documents to be considered. In the subject line of your email, please state the Job ID 260805.

For further information about this position, please contact Human Resources on 8292 3888 or email recruitment@emmauscc.sa.edu.au