



CELEBRATING 40 YEARS OF CARING
MACKAY CHRISTIAN COLLEGE
THY WILL BE DONE

Events Coordinator

Contact Us

✉ | mcc@mccmky.qld.edu.au
 🌐 | mcc.qld.edu.au

Join Our Team! >>>>



Commence on a wonderful adventure at Mackay Christian College (MCC). We are a dynamic, leading college with enrolments of approximately 900 students. MCC is a multi-denominational co-educational Christian college (Early Learning to Year 12) committed to providing a safe environment in which students can develop academically, spiritually and socially through quality curriculum, modern facilities and dedicated, caring staff.

We are seeking a highly organised **Events Coordinator** to commence with us as soon as possible. This is a part-time term time position (four days per week, from 8:00am to 4:00pm). Due to the nature of the role, there will be times where you will need to either commence and finish your day earlier or later, swap your day off and work on student free days, as needed.

This is your opportunity to come and join the welcoming and collaborative team of support staff at Mackay Christian College.

Some of your responsibilities will include:

- Developing a sense of community within the College – social events and MCC calendar
- Liaising with staff and community members to coordinate and manage events throughout the year e.g. grandparents' day, founders' day, the College open day, secondary graduation and other celebration events, including planning the timeline of events
- Booking and coordinating the College's annual photograph schedule
- Developing and maintaining appropriate promotional material
- Providing support to staff in promoting curriculum related events e.g. sporting teams, musical and drama events, service activities and mission activities, to name a few
- Coordinating any other promotions and events as necessary

Skills Required:

- Demonstrated ability to organise individual workloads to meet deadlines, commitments and client service standards
- Project Management experience will be highly regarded
- Proven well-developed communication, interpersonal and negotiation skills with all stakeholders
- Able to work as part of a team and establish good working relationships with staff of all levels
- Excellence in the use of the Microsoft Office suite, demonstrating proficiency in Word, Excel and Outlook, with the ability to learn the College's administration database
- Driven to succeed, be punctual, highly organised and self-motivated
- Superior time management
- Demonstrated experience in a similar role

You must hold a current Blue Card (or be able to obtain one).

An online Non-Teaching Application form must accompany your CV. This form is available from our website: <https://mcc.qld.edu.au/careers/>

***Do not use the SEEK application process*

MCC is committed to helping every student become all God wants them to be. The college has clearly established values that inform our day-to-day operations.

Please include Events Coordinator Application as your email subject line.

Please send your application and CV to:

Principal's Assistant

mcc@mccmky.qld.edu.au

