



Events Coordinator Permanent Part-Time, Term Time Only

Commence on a wonderful adventure at Mackay Christian College (MCC). We are a dynamic, leading, 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 (three 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 days 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:

- Planning, coordinating and delivering College events throughout the year.
- Coordinating venue requirements, equipment, catering, entertainment and logistics.
- Liaising with internal staff, leadership teams, parents/carers, volunteers and community groups.
- Working closely with the College leadership team and Marketing Coordinator including collaboration on event promotions and communications.
- Managing and maintaining events resources.
- Fostering a positive College culture through the successful delivery of community events.

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.
- Driven to succeed, be punctual, highly organised and self-motivated.
- Superior time management.
- Event budgeting experience.

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

An online **Non-Teaching Application** must accompany your CV.

****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 as your email subject line and send your application and CV to:

mcc@mccmky.qld.edu.au