

Community Development Coordinator

Our Lady of Mercy College Heidelberg is a Catholic secondary school for girls and a Ministry of Mercy Education Ltd.

Applications are invited from suitably qualified, dynamic, experienced people for the position of Community Development Coordinator. The successful applicant will be highly motivated and be passionate about community service.

The College seeks applicants with a strong background in community liaison work and event management.

Refer to <https://www.olmc.vic.edu.au/employment/employment-opportunities>

Start date: January 2026

Terms: Ongoing fulltime

Salary and conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022, Category A. The Level will be based upon qualifications and experience.

Applications close: 9am, 23 October 2025

Applications submitted without the required documents listed below will be ineligible for consideration.

How to apply:

Please email applications@olmc.vic.edu.au with the following four attachments:

- The OLMC Employment Application form
- A cover letter
- A curriculum vitae
- A response to the Selection Criteria outlined in the Position Description

All candidates must provide evidence of having the right to live and work in Australia. Non-teaching staff must hold or be willing to acquire a valid Working with Children Check and undergo a National Police Record Check.

If shortlisted, two to three referees will be required, one being the current employer.

Our school community promotes the safety, wellbeing and inclusion of all students.

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