

COMMUNITY DEVELOPMENT COORDINATOR

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

OLMC is a dynamic learning community focused on the pursuit of excellence and vested in the growth and development of every individual.

Applications are invited from dedicated, suitably qualified, experienced people for the position of Community Development Coordinator.

The ideal candidate will be enthusiastic, energetic, self-driven, deeply committed to the community and to arranging high-quality events for the College.

The role requires a person that can attend these events outside of normal work hours and also be the main point of contact for College staff & stakeholders during such events.

Start date: As soon as possible

Terms: permanent, full time

Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022

Salary is paid at a Category A, Level 3 and dependent upon qualifications and experience.

Applications close: 8am, 9 June 2026

How to apply:

Please complete the webform and attach all uploads as prompted, including:

- Working with Children Clearance
- A cover letter, addressed to Joanna De Bono, Acting Principal
- A curriculum vitae
- A response to the Selection Criteria outlined in the Position Description

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

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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