

MARKETING & DEVELOPMENT COORDINATOR

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

We are seeking an experienced, dynamic, creative and self-directed person for the senior position of Marketing and Development Coordinator.

The successful applicant will be suitably qualified, highly motivated, results driven and will be passionate about working in a school environment.

Refer to <https://www.olmc.vic.edu.au/employment/employment-opportunities> for information about the College and role.

Start date: June 2025

Terms: permanent, part time FTE 0.6

Salary and conditions are dependent upon qualifications and experience and are in accordance with the Catholic Education Multi-Enterprise Agreement 2022, Schedule 4A - Category A, Level 4. (Category C negotiable)

Applications close: 9am, Monday 12 May 2025.

Applications must follow the requirements outlined below to be considered.

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

Failure to provide the above-mentioned documents may result in your application not being considered.

All candidates must be able to 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.

OLMC | Heidelberg. Our Lady of Mercy College
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