



## Administration Officer (commencing 2025)

- **Work in the beautiful Whitsundays**
- **Strong team support**
- **Positive Christian environment**

Whitsunday Christian College is an Independent, non-denominational Christian school located in Cannonvale, Queensland, committed to serving families with a quality education that helps recognise and develop their talents so they can flourish. Our College exists to give children and young people a life full of promise, purpose and hope.

Our College has class sizes with a smaller teacher to student ratio to foster a culture of care and connection. Being a school of just over 380 students from Prep - Year 12 enables students to be known by name.

***Our vision is to educate for eternity and equip for life and seeks to be a community which develops our students physically, spiritually, educationally, and socially.***

We are currently seeking an Administration Officer with experience in Marketing & Event Coordination to join our devoted team. **This is a full time position - Monday to Friday (6.5 hours per day).**

The successful candidate will require the following skills:

- Excellent interpersonal skills
- Experience in Marketing
- High attention to detail including ability to compose, edit and review written documentation
- The ability to work cohesively as a member of a team
- Clear written and verbal communication skills
- Be a person of faith and integrity
- Must hold or be eligible to hold a Blue Card

It is a requirement that you have personal views and beliefs that align with the Christian ethos of the College, and you are able to demonstrate an active faith and church involvement.

Applications close 7 November 2024

To apply for this position, please submit your resume to [michelle.playford@whitsunday.qld.edu.au](mailto:michelle.playford@whitsunday.qld.edu.au)