



St Margaret's College

Balanced foundations, bright futures.

St Margaret's College Old Girls Association Co-ordinator and Database Administrator **Part-time: 25 hours per week**

- Contributing to the fulfilment of the SMCOGA mission in nurturing connections - past, present and future
- Pivotal role encompassing strong administration skills and relationship-building attributes
- Previous events co-ordination experience required.

St Margaret's College offers a unique education for girls from Year 0 through to Year 13, both boarding and day girls. We offer students a dual academic pathway with NCEA and the International Baccalaureate Diploma and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

The Role

St Margaret's College Old Girls' Association (SMCOGA) is a global network of former pupils of St Margaret's College. The Old Girls first met in 1913 with the aim of "binding the past and present in unity and strength". Since that time, over 12,000 girls have stepped through the College gates to become St Margaret's Old Girls.

We are seeking an exceptional person for this role, who will have strong administrative skills with experience of co-ordinating events, and who thrives on building relationships and creating networks with a broad range of stakeholders.

The ideal candidate will have excellent written and oral communication skills, the ability to manage several projects and events concurrently, be well organised, efficient and able to build good relationships with the SMCOGA Committee and a diverse group of Old Girls.

A Position Description is available on our website www.stmargarets.school.nz/job-vacancies.

To apply, please send your CV and application letter by email to Jane Lougher, Director of Community Relations – recruitment@stmargarets.school.nz

Applications close at 4.00pm Monday 8 August 2022.