



St Margaret's College
Balanced foundations, bright futures.

Community Relations Coordinator Full-time, Permanent

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

Working as part of SMC's Community Relations team, this role assists with coordinating activities to engage the College's vibrant and extensive community of students, parents, enrolled families, Old Girls, and supporters.

A significant portion of this role involves coordinating SMC's communications channels, including identifying, uploading, and analyzing social media content. The successful candidate would ideally have an interest in diverse social media channels.

As part of a close-knit team, this role provides support for major events and initiatives such as Grandparents' and Special Friends' Day and Open Day, and some occasional evening work during term time is required to support these community events.

Additionally, the role coordinates SMC's modern campus facilities for College events, utilizing the College's room booking software and working with various stakeholders, while also undertaking general administrative duties.

In addition to an interest in social media management, the ideal candidate would possess competent database and administrative skills, as well as experience working with multiple stakeholders. This is an excellent opportunity to work in a collaborative team environment and engage with all facets of the St. Margaret's College Community, ensuring they feel welcomed and supported.

A Position Description is available on our website:

<https://stmargarets.school.nz/explore-our-college/meet-our-people/work-at-smc/>

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

Applications close on Sunday 19 May at 4.00pm