

Production & Marketing Coordinator



Share an opportunity today!

- Strong organisational & planning skills
- Excellent communication and customer service skills

Do you want to make a difference to the lives of the extremely poor and vulnerable?

Baptist World Aid Australia is an international Christian aid and development organisation working with partners to empower some of the poorest communities in the world. We are seeking the right candidate to be part of our friendly, enriching and fulfilling environment.

As a member of the Marketing team you will be responsible to ensure the timely and efficient production and delivery of all campaign and communication materials of Baptist World Aid Australia. You will liaise with Baptist World Aid staff, suppliers and overseas partners and will also assume responsibility for our gift catalogue.

You have superb organisational skills, excellent interpersonal and communication abilities, strong problem-solving skills, good customer service with a “can do” attitude, and a willingness to work cooperatively in a team environment.

Please Note: All applicants must address the essential and desirable criteria.

Essential Criteria

- Relevant qualification or proven track record (2+ years) in a project management or project coordinator role.
- Advanced knowledge of MSOffice 2007 tool (Word, Excel, PowerPoint and Outlook).
- Excellent written and verbal communication skills.
- Demonstrated negotiation and problem solving skills.
- Excellent organisation skills
- High level of attention to detail and good proof reading skills.
- Ability to liaise with a variety of different stakeholders.
- Alignment with Baptist World Aid Australia’s mission, vision, values and mandate.
- Commitment to serving the poor.
- Demonstrated ability to prioritise and meet tight deadlines, and adapt to changing environment and workloads
- Ability to work in a team and independently where necessary.

Desirable:

- Tertiary degree in Marketing, Communications or similar discipline.
- Previous experience in a marketing or communications environment.
- Experience in using Adobe Suite, PhotoShop, InDesign, Quark (or similar packages).
- Knowledge and understanding of international aid and development.

For a copy of the job description, please visit our website: www.baptistworldaid.org.au

Applications close on Friday 10th February 2011. Please note only candidates short-listed for interview will be notified.

Please email your application to Lisa Fabian, Executive Assistant at lisa.fabian@baptistworldaid.org.au.