



AO3 Marketing and Events Officer

Western Cape College is seeking an enthusiastic and motivated Marketing and Events Officer to join our team. In this role, you will work closely with the executive team to coordinate events, lead marketing initiatives, and drive the positive promotion of our College, staff, and communities. If you're ready to bring energy and creativity to this exciting opportunity, we encourage you to apply today!

The Marketing and Events Officer role is a full-time position commencing immediately through until 30 June 2026 with the possibility of an extension. Western Cape College is willing to negotiate work hours with the successful applicant which may include flexible working arrangements.

About the Role

In addition to the duties outlined in the generic role description, the WCC Marketing Officer will report to the Manager College Services and be responsible for (but not limited to) the following key tasks:-

- Develop and maintain a proactive and consistent online and social media presence to promote the College and to communicate responsively with the wider community.
- Develop and coordinate partnerships with key external stakeholders, including Alumni members, local media and local Industry Partners and develop networks to enhance the current position of the College.
- Coordinate the College's marketing portfolio, including the organisation of key events, the delivery of effective communication strategies, and the development of opportunities that strengthen our community partnerships.
- Draft, plan, write, edit and publish a variety of communications and other documents, which promote a positive image of the College to the general public, including production of the newsletter, images and designs for brochures, flyers and handbooks for publication.

What You Bring:

It is preferable that applicant has comprehensive knowledge of all Microsoft Office 365 Apps, along with graphics design experience in industry standard software e.g. Adobe Suite, Illustrator and Photoshop.

In addition to the opportunity for a flexible work arrangement, this position also provides the following:-

- Access to accrued time to cover some school holiday periods in addition to 5 weeks annual recreation leave entitlement
- Fortnightly locality allowance payable each fortnight
- Remote travel benefit payable (after 12 months) for employee & dependants, includes one return air flight to Cairns for employee and dependents, and one return air flight to Brisbane for employee and dependents each year.

Suitability Assessment Criteria

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Demonstrated ability to develop, manage and maintain an engaging online and social media presence that promotes an organisation and communicates effectively with diverse audiences.
2. Demonstrated experience in coordinating key events, with the ability to deliver communication that strengthen community and stakeholder connections.
3. Demonstrated high-level written and visual communication skills, including the ability to draft, edit and publish a range of professional materials (such as newsletters, brochures, flyers and digital content) that positively represent an organisation.
4. Demonstrated ability to work proactively and independently, showing initiative in problem-solving and decision-making, and contributing to continuous improvement

Interested?

Applicants are required to submit a current CV, contact details for two referees (one of whom should be your current supervisor) and a **maximum** two page written response outlining about how your achievements and capabilities meet the requirements of the role

Enquiries/applications should be directed to:

Michele Elms, College Services Manager, melms2@eq.edu.au and be received by 9am Friday 26 September 2025

When working in regulated employment and employee must have a current Working with Children Clearance (blue card) issued by Blue Card Services. The successful applicant must also pass a Criminal History Check.