

02 October 2018

Human Resources Department

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Reference(s): SM/SL/CG/VM

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Poste COM-1802 - Appel à candidature - Events Officer.docx

CALL FOR APPLICATIONS

Events Officer (ref. COM-1702)

Lycée Condorcet- the International French School of Sydney is an independent, co-educational school in Maroubra which caters to students from K-2 to Year 12 and follows the French curriculum. Approved in accordance with the French Education Ministry, the school is looking for a **Part - Time Events Officer (2.5 days a week from mid-October to mid-December with the potential to extend the contract)**.

The Events Officer will be part of the Communication and Enrolments team. Under the supervision of the Communication Manager, you will be in charge of school events and fund-raising for the school. You will also be required to assist the Enrolment team with administration tasks.

Objectives of the role:

- Manage two main events
- Recruit, manage and coordinate volunteers
- Manage Sponsorship annual kits
- Assist the Enrolment Officer

Missions:

Maternelle Open Days (Friday 9 November)

- Organise, promote and manage the entire event with the assistance of the Enrolment Officer

Christmas Market (with Parents' community – Saturday 1 December)

- Manage the event
- Recruit and coordinate parents' volunteers
- Source, contract and manage sponsorship for the event
- Promote the event internally and externally
- Responsible for the analysis and wrap up of the session (sponsors follow up, internal and external post-event communication)

Fund Raising

- Create and manage sponsorship kits
- Establish a list of potential prospects

Enrolments

- Assist the Enrolment Officer with online enrolments applications (Eduka)
- Assist with the organisation of any Parents' orientation days

Required skills :

- Min 1 to 2 years of successful experience in Marketing/Communication/Negotiation - open to other industries and agencies experience
- Proven experience in both PR and digital marketing / social media community management
- Outstanding interpersonal communication skills both face to face and online
- Excellent administration skills
- Energy and creativity coupled with an ability to think strategically and to plan effectively

Candidate profile :

- University graduate in Marketing or Communication
- Bilingual English / French
- Full Working rights
- Valid Working with Children check

Classification:

This is a part time position classified as *Administrative and Clerical Staff – Level 2 –Step 1 Administrator - Multi Enterprise Agreement 2017 (Support and Operational Staff)*.

Applications must be sent by email **by 12 October 2018 at the latest** quoting reference number **COM-1802** to recrutement@condorcet.com.au **-Only successful applicants will be contacted.**