



**BIBLE
SOCIETY**

Live light

Graduate Marketing Assistant

Flexible PT or FT role | Erskine Park, NSW

This exciting career role is ideal for an enthusiastic graduate or marketer with 1-2 years experience. If you possess excellent organisational skills and are passionate about promoting the Bible and promoting engagement with the Bible, this role will be the perfect opportunity for you. Encompassing a dynamic and varied workload, the role will involve contributing to the marketing plan as well as implementing and coordinating marketing campaigns. The ideal candidate will bring strong project management skills to the table. Being both creative and highly organized, you will be focused on the big picture as well as the crucial details to ensure successful marketing campaigns are delivered with good ROI.

This role also provides the opportunity to balance your work, family, studies or other responsibilities. Working approximately 30-32 hours per week (or Full Time if preferred), the spread of these hours may be negotiated with the successful applicant.

Responsibilities:

- Creation of Marketing tactical planning and marketing briefs
- Coordination and implementation of marketing plan (digital and print)
- Product marketing including contribution to website marketing strategy and back end management
- Coordination and implementation of email marketing and contribution to social media marketing
- Liaison with the creative team and scheduling/workload management of designers to meet deadlines
- Input into and coordination of catalogues and other campaign support materials (as required)
- Partnering in parallel cross-company promotions within the BSA group

Key Criteria:

- Demonstrated experience and/or qualifications/studying in the field of marketing
- A keen understanding of marketing principles and trends
- Initiative and forward thinking/planning
- The ability to execute strategy and generate professional materials
- Well organised, with the ability to multi-task
- Excellent communication and interpersonal skills
- Proficiency with Excel and marketing automation platforms (eg. Bronto, Marketo or similar)
- Christian resources (especially Bibles) and industry knowledge (preferred)
- Retail/e-commerce experience/knowledge (preferred)

The successful applicant will also demonstrate outstanding attention to detail, have the ability to accurately set and meet deadlines and work well under pressure.

Bible Society Australia (BSA) is an Australian not-for-profit charity dedicated to making the Bible available to all people, in Australia and around the world, in a language they can understand, in a format they can use, and at a price they can afford. Founded in 1817, BSA is part of a fellowship of 146 Bible Societies around the world. The mission of BSA is to translate, publish, distribute and engage people with the Bible, both in Australia and internationally.

TO APPLY

Send a resume with cover letter, addressing the role criteria to:

e: warehouse@biblesociety.org.au

Closing Date: ASAP