

Marketing Coordinator

Flexible PT role | West Ryde, NSW

This unique career role provides the perfect opportunity to gain a broad range of experience within the marketing industry. Working collaboratively with a talented and innovative team, this dynamic and varied position will encompass contribution to the strategic marketing plan and the implementation of marketing campaigns with the support of the Marketing Manager and Assistant Marketing Manager. 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 the team deliver a successful marketing campaign with good ROI.

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

Responsibilities:

- Contribution to Marketing strategic planning
- Coordination of the implementation of marketing plan (digital and print)
- Scheduling and workload management of designers and Marketing team to meet deadlines
- Contribution to Koorong's website marketing strategy and implementation
- Coordination of email and social media marketing
- Overseeing the creation of campaign support materials (as required)
- Creation of Marketing briefs for stores

Key Criteria:

Applicants will be task focused, demonstrate outstanding attention to detail, and have the ability to accurately set and meet deadlines and work well under pressure. You will also require excellent communication and interpersonal skills, being the pivotal role between the creative team and other internal departments.

Additional important 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
- Multi-tasking and the ability to switch between tasks/channels
- Leadership and staff supervision skills
- Proficiency with Excel and marketing automation platforms (eg. Bronto, Marketo or similar)
- Christian resources and industry knowledge (preferred)
- Retail/e-commerce experience/knowledge (preferred)

Koorong is Australia's leading Christian resource centre. With 15 stores Australia-wide and a thriving website, we provide the largest range at the best prices. We strive for excellence in customer service with a servant heart. Join us in the exciting privilege of providing Christian resources to your local community and beyond, with life changing possibilities! Koorong is part of Bible Society Australia group.

TO APPLY

Send a resume with cover letter, noting your availability, to:

e: marketingjobs@koorong.com.au

Closing Date: ASAP