

# Catholic School Parents Victoria Employment Opportunity



## Administration and Marketing Support Officer

### Fixed Term Contract for 2021

Catholic School Parents Victoria is seeking a suitable candidate for this unique role.

Reporting and working closely with the Executive Officer of CSPV, the Administration and Marketing Officer will work to achieve key priorities based on the CSPV strategic plan.

This fixed term independent contractor position based in Abbotsford, Melbourne is ideal for a home-based business and is flexible for working around school hours.

#### Responsibilities include:

- attendance and recording documentation for CSPV council and executive meetings in Victoria
- general office and administration duties
- maintenance of website, online newsletter and social media accounts
- monitoring of marketing and managing membership processes and responsibilities
- documentation and communication duties.

For further information about the position, key selection criteria and application requirements please email [executive@cspv.catholic.edu.au](mailto:executive@cspv.catholic.edu.au). Send application or enquiries to CSPV at [executive@cspv.catholic.edu.au](mailto:executive@cspv.catholic.edu.au).



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