

# Role Description

## Marketing and Communications Intern

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### Reports to

Director of Marketing and Communications

Status: Paid Casual contract (2-3 days per week)

### Role Purpose

This role provides administrative and practical support to the Marketing and Communications team in delivering campaigns and projects to promote the School's goals and strategic plan.

The Intern will assist with content creation, event coordination, and administrative tasks across various communication channels.

### Responsibilities

- Assist in the production of the School's fortnightly e-Newsletter, including preparing articles and collating information.
- Update website and intranet content.
- Coordinate electronic and print mail-outs.
- Prepare and upload social media posts weekly.
- Contribute to content planning and development for social media platforms.
- Prepare and upload notices weekly for the School's digital noticeboard.
- Assist in researching and gathering information for articles and media releases.
- Take photos of school activities for social media and other purposes.
- Assist in the editing and proof-reading of school publications and newsletters.
- Regularly upload photos into the SchoolBench photo identification system.
- Contribute to the maintenance of a well-catalogued photographic and video library for promotional purposes.
- Perform administrative duties as required.

### Qualifications

Currently undertaking tertiary studies in a related field such as Communications, Marketing, or Business.

### Compliance

- Current Working with Children Check
- Carry out duties in line with current WHS practices

### Other Skills and Attributes:

- Excellent communication, organisation and administrative skills.
- A high level of organisational skills and initiative.
- Ability to prioritise tasks and meet deadlines.
- Familiarity with the digital landscape including social media.
- Collaborative team player.
- A willingness to embrace and enhance the Christian ethos and practice of Meriden, as an independent Anglican School for girls.
- Loyal to the Principal and publicly supportive of her decisions.

### Desirable

- Meriden Old Girl: A former student of Meriden School.
- Christian Practice: A practicing Christian who attends a bible-based church.