

MARKETING AND BUSINESS ADMINISTRATOR POSITION

Job Title	Marketing and Business Administrator - GeckoEd
Responsible to	GeckoEd coordinator
Hours of work	8 hours per week with an option for increased hours (weekly hours to be done over two days 10am-2pm with some flexibility required as per arranged with successful candidate)
Salary	\$30 / hour
Period of contract	Until 30 June 2020 with potential for extension 3-month trial period
Period of notice	One month (1 week during trial period)

The GeckoEd Marketing and Business Administrator position provides an exciting opportunity for an environmentally-minded professional to develop and implement marketing strategies, contribute to the business development plan of GeckoEd and compile innovative and creative strategies to engage schools, education providers and the general community in GeckoEd program and activities.

The Marketing and Business Administrator will work for the educational arm of Gecko Environment Council, GeckoEd. GeckoEd is an environmental education social enterprise delivering school holiday programs, after school club as well as curriculum based school student excursions on the Gold Coast.

Working closely with the GeckoEd coordinator, Gecko Manager and Gecko Management Committee, this role will be responsible for the development and delivery of GeckoEd marketing and promotion, creating and nurturing beneficial relationships and partnerships as well as adding their mark in the future strategic planning of GeckoEd as a business.

Line of reporting and responsibility



POSITION DUTIES

- Liaison, promotion and sales of Curriculum Excursions with schools and other clients (including but not limited to face-to-face contact, partnership maintenance and follow up, creative and effective communications with school to develop and maintain relationships, online marketing)
- Promotion and marketing of EcoDiscoverers' activities; school holiday programs, kids club, birthday parties (including but not limited to coordinating/compiling marketing material, social media and online marketing, creative and innovative marketing campaigns)
- Promotion and marketing of GeckoEd (including but not limited to coordinating/compiling promotional material, social media and online marketing/presence, identifying and coordinating creative and innovative marketing opportunities)
- Creating and nurturing partnerships with universities and supervision student interns
- Sourcing and maintaining pool of suitable environmental educators and assistant educators for the GeckoEd activities
- Sourcing and maintaining pool of volunteers
- General administration (including but not limited to administrative and logistic requirements for curriculum excursions, EcoDiscoverers' program bookings, database maintenance, general daily administration duties)

KEY SELECTION CRITERIA

- Demonstrated experience in marketing and promotions including social media and online marketing, content creation and innovative and creative approach to developing marketing campaigns.
- Proven experience in office administration including MS Office proficiency, filing, record keeping and reporting.
- Excellent communication skills including oral and written communications.
- Keen interest in the environment and environmental education.
- Experience and/or understanding in working in a volunteer, not-for-profit environment
- Effective time management.
- Ability to work well as a team member, with integrity and within the ethos and values of Gecko Environment Council.
- Ability to obtain a Working with Children Check, Queensland Blue Card.
- Current Driver's licence.

DESIRABLE QUALITIES

- Copywriting and design skills and experience, including graphic design.
- Experience in Office365
- Experience in working in education environment.

GENERAL TERMS AND CONDITIONS

- In addition to base salary 9,5% of salary for Superannuation Guarantee will be paid.
- Terms and conditions are those set out in the Gecko Environment Council policies & procedures and the National Employment Standards as set out in the Fair Work Act (2009).
- All Gecko Environment Council staff must comply with Gecko Environment Council policies & procedures.

To apply, please email a current CV and one-page cover letter (addressing key selection criteria and other relevant skills and experience) to president@gecko.org.au.

APPLICATIONS CLOSE SUNDAY 16 AUGUST.

INTERVIEWS ARE TO BE HELD WEDNESDAY 19 AUGUST – FRIDAY 21 AUGUST.

SUCCESSFUL APPLICANT IS EXPECTED TO START IN THE ROLE ON THE WEEK COMMENCING ON MONDAY 31 AUGUST.