

Marketing & ICT Officer

- **Part Time Opportunity – 14hrs per week**
- **Located at Vermont South Learning Centre**
- **Start date – early February 2021**

The *Vermont South Learning Centre* is one of ten Neighbourhood Houses located within the Whitehorse Council district in Melbourne's eastern suburbs. The Centre offers programs and services in a friendly, purpose-built environment to meet the needs of the local community. These include adult education, lifestyle & recreational courses, children's activities, a social enterprise café & catering, and room hire.

We are looking for a dynamic and enthusiastic person to join our dedicated team to develop and lead our marketing strategy and to oversee and support the Information, Communications and Technology (ICT) requirements of the organisation.

The person we are looking for will have:

- Proven skills and abilities in the areas of marketing and ICT
- Strong attention to detail and a solution focused approach
- Highly developed communication and interpersonal skills
- Ability to provide technical support to staff team and volunteers
- Ability to manage and respond to a range of ICT systems
- A flexible, collaborative approach and attitude
- Ability to communicate to a wide range of audiences including through social media platforms
- Self-motivation with an intrinsic desire to strive for excellence
- A commitment to working in a community setting with a focus on learning and social connection

Applicants are required to address the Key Selection Criteria within the Position Description, which can be obtained by emailing manager@vslc.org.au

Applications, including a current resume with names of three referees, to be forwarded to manager@vslc.org.au by **COB Wednesday 20th January 2021**.

For further information please contact the centre on [9803 2335](tel:98032335), between 1pm and 4pm.

Please note – only those short listed will be contacted.