



## **Communications Coordinator Sisters of the Good Samaritan Glebe, New South Wales**

The Sisters of the Good Samaritan are seeking to employ a passionate and enthusiastic communications professional, in a permanent part time role (22.5 hours per week), to develop and implement the Congregation's communications strategy, engaging both internal and external stakeholders.

### **About the Organisation**

When Archbishop John Bede Polding founded the Sisters of the Good Samaritan in 1857, he chose this name because he firmly believed that their work was about being neighbour to the poor and destitute women and children of Sydney. For over 160 years the Sisters of the Good Samaritan have been inspired by a simple yet powerful story, the Parable of the Good Samaritan (Luke 10:25-37.) They take as a living instruction Jesus' command to go and 'be neighbour' to those most in need in Australia, Japan the Philippines and Kiribati.

### **Key responsibilities**

1. Management of the Good Samaritan Website, intranet, and app.
2. Production of a monthly newsletter for Congregation members
3. Development of the media presence, including social media, of the Sisters of the Good Samaritan with a focus on messaging in the areas of social justice that are of particular interest to the Congregation
4. Connect with the various groups within the Congregation to explore ways that communications and media may support their objectives
5. Develop and support pathways for internal communications for Sisters, oblates, employees and partners in ministry
6. Content production – written, audio and video, photography
7. Developing connections with media offices of other Congregations, Australian Catholic Bishops Conference, dioceses, and Catholic agencies

### **Essential Criteria**

- Appreciation for, and demonstrated alignment with, the life and mission, spirituality and ethos of the Sisters of the Good Samaritan
- Tertiary qualifications in a related field such as media, communications, journalism, marketing or public relations
- Relevant experience in a communications or marketing role

- Demonstrated experience in effective media engagement
- Strong operational ICT skills and experience in managing websites, digital media platforms and desktop publishing such as InDesign and Photoshop
- Experience in delivering integrated media, communications and digital campaigns
- Knowledge of communications metrics
- Experience in digital content creation
- Attention to detail with highly developed written and verbal communications skills
- Ability to manage priorities and meet deadlines
- Excellent interpersonal and networking skills

### **Desirable Requirements**

Knowledge of the Catholic Church and/or experience in working within the Community and Social Services sector.

### **Employment Conditions**

Due to the nature of the role, flexible working arrangements can be negotiated with the successful applicant. On occasion, some weekend and after hours work may be required. The role will commence in late January 2022.

### **Child Safety**

The Sisters of the Good Samaritan are committed to the safeguarding and wellbeing of all children we come into contact with across the environments in which we work. As a child safe organisation, we prioritise the principles of safeguarding at all levels of our Congregation's life and mission. We have a zero-tolerance approach to all forms of abuse and neglect.

Prior to commencement the successful applicant must be willing to undertake a National Criminal History Check and provide evidence of proof of vaccination against COVID-19.

### **Application**

If you are interested in applying for this position please include a cover letter addressing the selection criteria and a resume detailing relevant qualifications and experience. We welcome applicants including links to, or samples of, their previous communications work with their application.

Applications can be submitted to Natalie Acton, Director of Operations at: [hr@goodsams.org.au](mailto:hr@goodsams.org.au)  
If you require further information, please call: 02 8752 5300 during business hours.

Applications close November 26, 2021.