

## Administration Officer

St Vincent's College, Potts Point is a day and boarding College for young women in Years 7 to 12.

Founded in 1858 by the Sisters of Charity, the College has a distinguished tradition in the Catholic education of young women from the city, regional and rural areas of New South Wales. The College fosters creativity, discernment and leadership in the development of students to be **courageous women of action**. The College, together with the St Vincent's College Foundation is committed to building a strong and effective Development team who will advance the College's Vision, offer meaningful and relevant engagement initiatives for alumnae and stakeholders, consolidate and leverage the interest and support of the entire community and cultivate a culture of philanthropy.

### This role:

- Provides assistance and administrative support to the Director of Advancement and members of the Advancement Team.
- Maintains and updates the Advancement Database (CRM) with relevant constituent information.
- Co-ordinates and performs the administrative operations of the Advancement Office, acting as the key contact for the Department and maximising the effective operations of the team.
- Event liaison and management of on-line booking platforms.
- Website content management.
- Supports key functions within the Advancement Office, undertaking relevant duties and special projects as required.

### Qualifications, Skills and Knowledge:

- Excellent organisational skills
- Excellent oral and written communications.
- Strong computer skills and experience using databases.
- Experience using contemporary communication mediums such as CRM platforms and social media.
- Strong customer service skills.
- Interpersonal and diplomacy skills.
- Calm under pressure.
- Energetic, thorough, attention to detail, flexible and versatile.
- Discretion and good judgement.
- Willingness and ability to take initiative.
- Experience in managing financial spreadsheets and processes.
- Understanding of Advancement functions including Fundraising, Marketing, Alumnae Relations and Stakeholder engagement.
- Skilled in the use of InDesign and Photoshop is desirable.

This role may require the ability to work flexible hours, to attend meetings, events, other activities outside of standard business hours.

To apply, please complete the Application for Employment form and email it with your CV, a covering letter that addresses your capabilities, how you meet the selection criteria (above) and the names of three referees to the Principal's Assistant at [schmitzerv@stvincents.nsw.edu.au](mailto:schmitzerv@stvincents.nsw.edu.au)

**Child Protection Legislation** requires the successful application to provide a Working with Children's Check clearance number.