**Events & Promotions Officer**

We are seeking a part-time (15.2 hours per week) Events and Promotions Officer to work in an administrative role at Brisbane School of Theology (BST). These hours could be worked over 2 days or spread across 3 or 4 days.

Brisbane School of Theology is a Bible-centred, interdenominational training college preparing Christians for mission and ministry for over 70 years. We are an evangelical college, which means our core values and beliefs are shaped by the gospel of Jesus Christ. Our community is made up of Christians from different cultures, ages and denominations.

**The Events and Promotion Officer will be responsible for:**

* Organisation and promotion of BST events such as Open Night and Open Mornings, alumni events, graduation and end of year college dinner.
* Promotion to prospective students, current students and alumni through social media platforms (Facebook, Instagram)
* Social media engagement with BST community and networks.
* Collaborating with the Marketing and Development Officer in promoting the college through print marketing material and online platforms.

**Qualifications, Experience & Personal Skills**

* Excellence in event management
* Experience in facilitating social media platforms
* Excellent oral and written communication skills
* Strong attention to detail and time management skills
* Flexibility to occasionally work outside of core business hours
* Demonstrated capacity to work well and enthusiastically as part of a team
* Strong commitment to the Christian faith

To apply for this position please submit a cover letter, include a full CV, and the names of two referees.

Applications should be emailed to:

Richard Gibson

Principal

info@bst.qld.edu.au

Applications close: 18th June 2021