



# Moriah College

בית ספר הר המוריה

## A new and exciting opportunity

### Alumni Relations Coordinator

Moriah College & The Moriah Foundation invites outstanding candidates to apply for this newly created position on a part time basis (3 days per week). This is a unique opportunity for a creative and enthusiastic individual to help us to revitalise our alumni engagement space. The role will involve encouraging alumni to maintain a strong relationship with the College & Foundation through events, meetings, and other activities. It will also involve collaborating with various teams to develop regular alumni communication, identifying opportunities for our Alumni to contribute to the College, and developing an inspiring transition program for Year 12 students, from graduate to alumni. The ideal candidate will have a deep understanding of the Moriah community with a strong sense of connectedness and belonging in a similar role/industry.

#### GENERAL SELECTION CRITERIA:

- Demonstrated experience in stakeholder management, community relations and / or similar role in a not-for-profit setting
- Proven experience in written and verbal communications
- Strong relational skills with the ability to network across multiple demographics and stakeholders
- Proven experience in the planning and management of events
- High level of accuracy and attention to detail with ability to maintain confidentiality
- High level of computer literacy and database integration, including a working knowledge of the Microsoft Office Suite, and Mailchimp. Database management experience (e.g. Synergetic) preferred
- Relevant tertiary qualifications
- Passionate about community
- Extremely well organised, diligent, and self-motivated
- The ability to think creatively, and to ideate and innovate
- Experience in Administration and Office Management preferred

All appointments will be based on merit selection.

Any offer of employment will be subject to background checks and child protection screening.

#### APPLICATION PROCESS:

To apply for this position, you will need to be an Australian Citizen/Australian Resident/have a current Australian Work Visa.

Visit [www.moriah.nsw.edu.au](http://www.moriah.nsw.edu.au) for an Employment Application Form. The completed Application Form together with a letter of application, and Resume should be forwarded to [jobs@moriah.nsw.edu.au](mailto:jobs@moriah.nsw.edu.au)

*Please be advised only shortlisted candidates will be contacted.*

*Moriah College provides a dynamic working environment where staff are valued and students are committed to learning*

*Moriah College is a modern Orthodox Jewish Day School with a tradition of strong academic results*