



**Moriah College**  
בית ספר הר המוריה

Moriah College invites outstanding individuals to apply for the following position:

**P&F and Community Relations Support Officer**  
**Part-Time (4 days per week)**  
***Some non-term time hours expected***

An opportunity has recently become available for a highly efficient and community-minded individual to join the Moriah College Parent & Friends (P&F) team.

This role will report to the Vice Principle and receive direction from the Management Committee of the P&F.

The successful applicant will provide administration support to the P&F Management Committee and assist the College with community-based activities (such as festivals and celebrations). Basic bookkeeping administration may be required to support the operation of the Second Hand Uniform Shop.

To be considered for this position, the following competencies need to be demonstrated:

- Strong verbal and written communication skills
- A flexible and adaptable work style
- Effective time-management skills and the ability to multi-task
- Proficient ICT skills in the MS Office suite, including database management software
- Self-motivation in setting and accomplishing tasks
- Experience in running events will be highly regarded
- A Working With Children Check Clearance

The College is keen to find the right person, so please apply if the role interests you.

Any offer of employment will also be subject to child protection employment screening.

Visit [www.moriah.nsw.edu.au](http://www.moriah.nsw.edu.au) for an Employment Application Form. The completed form should be sent together with a letter of application, CV and information regarding two referees to: [jobs@moriah.nsw.edu.au](mailto:jobs@moriah.nsw.edu.au)

*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*