



Applications are invited for the position of

PART-TIME NEWSLETTER COORDINATOR

The School is seeking a friendly, organised and self-motivated Newsletter Coordinator to work 8 hours per fortnight during term time. The duties entail community liaison, editing, upload and collation of documents, photos and graphics to our newsletter software.

The suitable candidate will have advanced computer skills, strong organisational skills and highly developed communication skills. A high degree of self-initiative is essential as is a strong attention to detail. Working hours are spread over three days prior to the newsletter each fortnight. The successful applicant will have demonstrated experience with a range of graphic software applications. An understanding of Steiner Education is also essential.

Applicants must submit a Resume, including the names and contact numbers of three referees, one of whom must be the current employer if applicable. The ability to obtain a National Police Clearance and Working with Children Check is essential.

Applications close 9am Wednesday 27th October 2021

**Applications should be addressed to the School Development Coordinator, Hayley Spracklen,
and should be emailed to the address below.**

hayley.spracklen@silvertree.wa.edu.au