

## Events and Partnerships Officer

- Lead the delivery of high-impact College events and community experience
- Enjoy a diverse, hands-on role combining event management, stakeholder engagement, and administration within a values-driven Catholic school
- Fixed Term Part Time Role

St John's Regional College is a Catholic, co-educational College in the Lasallian and Presentation traditions, serving the parishes of Dandenong, Doveton, Endeavour Hills, Noble Park and Hampton Park

### About the role

The Events and Partnerships Officer is responsible for the planning, coordination, and delivery of key College events while fostering strong relationships with students, families, alumni, and external partners. The role plays a vital part in enhancing the College's community presence through high-quality event delivery, meaningful engagement initiatives, and the development of funding opportunities including grants and sponsorships.

### Key Responsibilities

- Coordinate and deliver a broad range of College events including Open Days, information evenings, masses, assemblies, staff events, board dinners, and community functions
- Manage event logistics including venues, bookings, communications, and resources
- Support Year 7 transition activities and student engagement events
- Oversee excursion administration using Consent2Go
- Maintain the College calendar and manage annual school photography processes
- Build and maintain strong alumni engagement and manage the alumni database
- Coordinate alumni events in collaboration with internal stakeholders
- Identify and develop grant applications and sponsorship opportunities
- Maintain records of funding opportunities, applications, and outcomes

### About You

You will bring:

- Experience in event management and administration
- Ability to initiate, develop and maintain relationships with key stakeholders
- Strong interpersonal, communication, and stakeholder engagement skills
- Proven ability to manage multiple priorities in a fast-paced environment
- High attention to detail and strong organisational skills
- Confidence using Microsoft Office and database systems
- The ability to work independently and collaboratively within a team
- A proactive, professional, and solutions-focused approach

Applications should be forwarded via email to [jobs@sjrc.vic.edu.au](mailto:jobs@sjrc.vic.edu.au) for the attention of the Principal, Mr Tim Hogan.

**Applications Close:** Monday 8 June 2026

*St John's Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.*