

## Trinity Theological College, Leederville, Western Australia

### Marketing and Communications Coordinator (0.6 - 0.8 FTE)

#### Who We Are

Trinity Theological College exists to “prepare people for effective Christian service.” Some 400 degree and diploma graduates of Trinity now serve in churches or parachurch ministries in Australia and beyond. Our Certificate in Christian Studies (Trinity at Night and Trinity in Town) have benefitted over 4000 people.

Trinity is an independent theological College within the Evangelical and Reformed tradition. We treasure the person and work of God as Father, Son and Holy Spirit and acknowledge the inspiration and authority of the Bible in all matters of faith and conduct. Our training emphasizes: the gospel as the message of Scriptures, theological integration, learning in community, and various ministry applications. We are an affiliated college of the Australian University of Theology.

#### Who We Need

Trinity seeks a **Marketing and Communications Officer** to oversee all marketing and communications material produced by the College, including the website.

#### About the Role

The person in this role will be responsible for the design, creation, and publication of all marketing and communication materials produced by the College, working with other staff members, receiving content input and assistance when needed. The primary tasks include:

- Promoting our events (Graduation, Enrich, Annual Lecture, Ministry Matters, etc).
- Advertising our degree courses, and other educational programmes (CCS, Trinity Equip).
- Producing marketing material for use at promotional tables.
- Flyers and social media posts to promote the College generally.
- Website management, including oversight of any redesign(s)

The successful candidate will be appropriately qualified, with demonstrated experience in both producing high-quality designs, as well as understanding deeply the language of Reformed, evangelical Christianity. A degree in theology will be highly regarded.

Please see the accompanying [Position Description](#) for details.

#### Job Environment

- Salary (pro-rata) (depending on qualification and skill level)
- Shared car bay available
- Six-month probationary period

#### Why Trinity?

- ✓ Contribute to raising up the next generation of Christian leaders
- ✓ Work alongside others who share the same vision
- ✓ Benefit from the support and encouragement of a Christian community

## How to Apply

- Submit an electronic application to the Executive Assistant at [kelly.penhale@ttc.wa.edu.au](mailto:kelly.penhale@ttc.wa.edu.au) with “Marketing and Communications Officer” in the subject line and include **all** the following attachments:
  - ✓ Covering letter that addresses the Selection Criteria as detailed in the accompanying *Position Description*. Please ensure you use a separate heading for each criterion, include recent examples, and explain how your skills, qualifications, or experience demonstrate the criterion
  - ✓ Resume (CV)
  - ✓ Name and contact details for the following referees:
    - Work experience (current manager preferred)
    - Current church pastor or leader
- Any questions related to this position, or the College, should be directed to the above address.
- Applications will be acknowledged.
- Applications close **4pm, 13 May 2025**.