



## Assistant Promotions Coordinator 37.5 hours/week

CASS Care Ltd is a multi-disciplined community services provider, with “CASS”, as our brand name, which is commonly known in the community. We are active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including residential aged care, home ageing, settlement and health, vocational and training, disability services, child care and many more community-based services. We are seeking an enthusiastic and highly skilled person to fill the above position in our Promotions Unit.

### Position Summary:

The appointee of this position is responsible for various tasks endeavouring to promote CASS, including liaison and coordination within the organisation, promotion on websites and in other social media, and preparation of promotional materials. The ideal candidate will have excellent writing and relationship building skills and experience, as well as the ability to juggle competing priorities to meet tight deadlines.

### Main Duties and Responsibilities:

- Create, post and update articles/press releases on CASS website and other social media platforms where CASS has accounts;
- Conduct research and analyse data to enhance the outcomes of the Promotions Unit;
- Manage and prepare resources for events and other corporate activities.

### Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none"><li>• Relevant university qualifications;</li><li>• Excellent command in spoken and written English;</li><li>• Experience and knowledge in developing and managing websites and social media platforms;</li><li>• Skilled in Microsoft suite of products and image processing tools;</li><li>• Sound working knowledge and understanding of a broad range of communication activities;</li><li>• Demonstrated ability in administrative work and time management;</li><li>• Valid Driver's License;</li><li>• Current National Police Check and Working with Children Check; and</li><li>• At least two doses of COVID-19 Vaccination.</li></ul>	<ul style="list-style-type: none"><li>• Minimum 2 years' working experience in the marketing or community services sector;</li><li>• Oral and written fluency in another language, preferably Mandarin, Cantonese, Korean, Vietnamese or Indonesian;</li><li>• Knowledge of Word Press, WINX, WeChat, Xiaohongshu, Naver Café, Viber and etc;</li><li>• Knowledge of graphic applications/ programs such as Canva, Adobe Photoshop, Illustrator, InDesign, Acrobat, Premiere and etc;</li><li>• Ability to design leaflets and images;</li><li>• Possess skills in taking and presenting photographs for promotion.</li></ul>

Salary and employment conditions for the above position is as per Enterprise Agreement. Salary packaging is available. Discount child care fees are available for CASS's long day care, before and after school, and vacation care services.

### How to Apply:

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded to: Ms. Vickie Xu, Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to [recruitment@cass.org.au](mailto:recruitment@cass.org.au). Application will close at **5:00pm, 10 May 2024**.

For enquiries on the position, please contact Ms. Kitty Leong, Senior Executive Officer/Corporate Affairs, on (02) 9789 4587 ext. 1116.

Only shortlisted applicants for interview will be notified.