

COMMUNICATIONS COORDINATOR

* Department: LCA Communications (national office)
* Location: Flexible, but preferably Adelaide
* Full-time
* Fixed-term contract: 1 December 2017 to 31 December 2019

This position offers an exceptional opportunity for an energetic and self-starting person who wants to serve God and the church through their administrative, organisational and creative skills and experience. Reporting to the Communications Manager, the successful candidate will oversee the operations of the LCA Communications Department.

The successful candidate will be able to thrive in a busy working environment, and have the ability to prioritise jobs, manage multiple tasks simultaneously and oversee the work of contract designers. A commitment to quality and the meeting of deadlines is essential.

Depending on the person’s skills and experience, there could be some flexibility regarding the location of this position, although the preference is for Adelaide. Regardless of where the person’s office is located, excellent internet connection is essential.

The position is being advertised because the incumbent’s secondment to this role is due to finish on 30 November. A start date in early January is anticipated.

Applications addressing the key areas of the [position description](https://lca.box.com/shared/static/3lw759ftk4858f5ehntrm8mnpbhi8brd.docx) should be addressed to:
Ms Linda Macqueen
Manager, LCA Communications
linda.macqueen@lca.org.au

**Applications close Friday, 20 October 2017.**