



**TRINITY
GRAMMAR
SCHOOL, KEW**



Community Relations Coordinator

About Trinity Grammar School, Kew

One of Australia's leading independent schools for boys, Trinity Grammar School, Kew is renowned for its innovation in pedagogy, exceptional teaching and facilities. We offer a broad cocurricular program and are committed to the highest levels of student wellbeing so that each boy develops to his full potential.

The Position

We are seeking a motivated and organised Community Relations Coordinator with a passion for building and maintaining relationships with a variety of community groups, to join our Community Relations and Development team.

Reporting to the Director of Community Relations and Development, this role will provide administrative support to the Director and wider team. Duties include event coordination, database management, liaising with school community groups, diary management and general administrative functions.

All employees of Trinity Grammar School, Kew must hold a current Working with Children's Check.

How to Apply

Please express your interest in applying for this role by emailing your Cover Letter and CV addressed to the Headmaster, Mr Phil De Young by Friday 22 February 2019.

Email applications to: employment@trinity.vic.edu.au

Applications Close: Friday 22 February 2019



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