

Office of the Bishop  
Xavier Centre  
38 Harbour Street  
(PO BOX 1239)  
Wollongong NSW 2500

[www.dow.org.au](http://www.dow.org.au)

<b>JOB TITLE</b>	<b>Design and Content Coordinator</b>
<b>JOB TYPE</b>	Full time
<b>EMPLOYER</b>	Catholic Diocese of Wollongong
<b>DEPARTMENT</b>	Creative Communications, Office of the Bishop
<b>MANAGER</b>	Director of Creative Communications
<b>ACCOUNTABLE TO</b>	Bishop of Wollongong
<b>LOCATION</b>	Xavier Centre (38 Harbour Street, Wollongong)

## SELECTION CRITERIA

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1. Demonstrated understanding of current and emerging trends in graphic design, digital and social media channels.
2. Demonstrated experience in creative communications; graphic design, websites, digital and social media communications, including planning design and campaign implementation.
3. Demonstrated commitment and adherence to organisational values and behaviours.
4. Experience and skills in a variety of computer software including print and digital design, image editing and video content.
5. Demonstrated ability to lead team members in building tools and capabilities that will enhance and simplify workflow for the organisation, team and agency interaction.
6. Exceptional interpersonal, written communication and presentation skills with experience in developing constructive relationships with key stakeholders across all levels of the organisation to identify needs and provide appropriate direction, guidance, and support.
7. Experience working with a content management system to manage website content and publishing workflow.
8. Ability to forward plan, schedule and manage priorities to adjust effectively to changing, new or different situations as needed to meet deadlines while being responsive in approach to suit stakeholder needs.
9. Ability to deliver high quality work with strong attention to detail in a fast paced multi-disciplinary work environment.
10. Always ready to take initiative to learn new skills and do what it takes to get the job done.