

media & communication coordinator



- External and internal communications focus
- Use your media networks and writing skills
- Flexible part time role (0.6 FTE)

Calvary Health Care Bethlehem (CHCB), part of the national Little Company of Mary Health Care group, provides a range of inpatient and community oriented services. CHCB has an enviable reputation for delivering high quality neurological and palliative care.

CHCB has recently completed a review of its communications and fundraising activities and has put in place a three year strategic plan. As part of the plan the role of Media and Communication Coordinator has been established.

Reporting to the Public Relations & Fundraising Manager, you will work with key media contacts to generate coverage and build the CHCB brand. You will prepare articles, develop marketing materials, manage the content of the internet and intranet and support the work of the public relations and fundraising team.

You have media liaison skills and experience writing and producing content for multiple communication channels from the internet and social networking platforms through to the CHCB's annual report and marketing collateral. You have the ability to translate health, medical and technical information to appeal to a lay audience.

If working to support the provision of high quality and compassionate health care services strongly appeals to you then please contact Mike Hurdle on 03 8319 4070 or forward your resume to cv@ngorecruitment.com quoting vacancy #30705.



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