



Catholic Archdiocese of Adelaide



Coordinator, Mary MacKillop Penola Centre

Part-time, (30 hrs per week)

The Adelaide Archdiocese (Mary MacKillop Penola Centre Committee) invites applications for the position of **Coordinator** to manage the day-to-day operations of the Mary MacKillop Penola Centre, located in Penola, South Australia.

This unique role includes oversight of the Mary MacKillop Interpretive Centre, the Woods-MacKillop Schoolhouse, Cameron Home, and associated displays, facilities, and grounds. The coordinator will ensure the smooth running of all Centre activities and services, working closely with volunteers to deliver a high standard of service to visitors while maintaining smooth and efficient operating systems.

Key responsibilities include:

- Coordinating volunteer involvement and supporting a positive, collaborative team environment
- Managing group bookings and visitation with a focus on hospitality and professionalism
- Developing and maintaining efficient administrative systems and procedures
- Implementing strategies for continuous improvement across all areas of the Centre
- Overseeing business functions including IT, finance, and property management
- Promoting the Centre's Josephite culture and values, fostering a welcoming and respectful workplace

The successful candidate will possess excellent interpersonal and leadership skills, with demonstrated experience in business services and operational management. A strong commitment to the Catholic ethos and Josephite charism is essential.

This is a rewarding opportunity for a dedicated professional who is passionate about preserving and sharing the legacy of Saint Mary MacKillop and Fr Julian Tenison Woods.

A copy of the Position Description can be obtained by emailing Stephen Frawley, HR Advisor at recruitment@adelaide.catholic.org.au

Applications and any enquiries should be addressed to
Stephen Frawley, HR Advisor at
recruitment@adelaide.catholic.org.au

by 5pm on Wednesday 28 May 2025

Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful Working with Children Clearance and successful reference checks.

The Catholic Archdiocese of Adelaide is an Equal Opportunity Employer and a Child Safe Organisation.