



# Catholic Archdiocese of Adelaide



## **Coordinator, Mary MacKillop Penola Centre**

**Part-time, (30 hrs. per week)**

We have a unique opportunity for a people friendly, and experienced Coordinator to join the Adelaide Archdiocese (Mary MacKillop Penola Centre Committee) for the position of **Coordinator**. This role manages the day-to-day operations of the Mary MacKillop Penola Centre, located in Penola, South Australia and works closely with our dedicated and hardworking volunteers. Working hours and days of the role will be negotiated with the successful applicant however some flexibility will be required.

This role includes oversight of the Mary MacKillop Interpretive Centre, the Woods-MacKillop Schoolhouse, Cameron Home, and associated displays, facilities, and grounds. The coordinator is responsible for the smooth running of all Centre activities and services. In collaboration with the volunteers this position will lead the delivery of 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 commitment to the Catholic ethos and Josephite charism is a must.

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.

### **How to Apply**

Please apply by emailing [recruitment@adelaide.catholic.org.au](mailto:recruitment@adelaide.catholic.org.au) by 5pm on Wednesday 23 July 2025. In your application, include the following:

- Cover letter addressing the key responsibilities of the role
- Resume

For a copy of the position description, please contact [recruitment@adelaide.catholic.org.au](mailto:recruitment@adelaide.catholic.org.au)

*Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful Working with Children Clearance and successful completion of the recruitment process, including reference checks.*

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