



## CATHOLIC ARCHDIOCESE OF ADELAIDE

### DIGITAL COMMUNICATIONS COORDINATOR

#### Permanent Full-time

The Catholic Archdiocese of Adelaide positively impacts the lives of its members through the development and delivery of human services related programs and offerings. With head office in the Adelaide CBD and multiple sites throughout South Australia, a rewarding opportunity for a Digital Communications Coordinator is currently available. We're looking for a Digital Communications Coordinator to lead the development and delivery of engaging content across our digital platforms.

#### About the Role:

The Digital Communications Coordinator plays a vital role in developing and managing creative content and digital marketing for the Archdiocese of Adelaide. The focus of this role is to enhance the online presence of the Archdiocese and its ministries through engaging digital storytelling and strategic communication. This position is central to raising the public profile of the Catholic Church in South Australia, fostering communion, mission, and participation among Catholics and their collaborators, and strengthening the Archdiocese's capacity to share the Good News.

#### Key duties include:

- Create and manage content for websites, social media, and other digital platforms
- Redevelop, integrate and manage Archdiocesan websites
- Develop and implement social media and email communication strategies
- Oversee digital campaign execution, performance measurement, and reporting
- Collaborate with affiliates and stakeholders such as The Southern Cross, Catholic Communications and CESA Marketing to increase engagement and reach
- Engage external vendors and suppliers to obtain service quotes, resource development, production and delivery

#### About You:

- Experience working with creative teams to deliver innovative, accessible digital marketing campaigns while managing multiple projects and tight deadlines
- Extensive knowledge and experience of social media platforms, algorithms and analytic tools
- Demonstrated ability to develop and implement social media marketing strategies
- Skills and experience in Adobe Creative Suite (InDesign, Photoshop, Illustrator, After Effects) combined with a strong knowledge and understanding of both print and web processes
- High level information technology skills, communication, organisational and problem-solving skills
- Minimum 3 years' experience and relevant degree or qualifications
- Video, photography and multimedia production skills are an advantage

#### How to Apply

Please email applications to [recruitment@adelaide.catholic.org.au](mailto:recruitment@adelaide.catholic.org.au) by 9am on **Monday 4 August 2025**, in your application please include:

- Cover letter (1 page max)
- Resume

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

*The Catholic Archdiocese of Adelaide is an Equal Opportunity Employer and a Child Safe Organisation. Employment with the Catholic Archdiocese of Adelaide is conditional upon a successful Working with Children Check and successful reference checks.*