



Marketing & PR Coordinator – Flexible, Part-Time (Fixed-Term, 45 hours/fortnight)

📍 Claremont | 📅 June 2025 – June 2026 | 🧳 Work-life balance + great perks

Looking for a **flexible part-time role** where you can juggle work and life while making an impact? **Bethesda Health Care** is seeking a **Marketing & PR Coordinator** to lead our **communications, events, and branding**—all while enjoying **family-friendly hours!**

Why You'll Love This Role:

- ✅ **Work-life balance** – Flexible start/finish times to suit school drop-offs & pick-ups
- ✅ **Creative & rewarding** – Lead marketing, events & PR in a meaningful industry
- ✅ **Great salary & perks** – Up to **\$15,900 salary packaging** for living expenses + **\$2,650** for meals & entertainment

About the Role:

As our **Marketing & Public Relations Coordinator**, you'll be the driving force behind **Bethesda's brand, events, and communications**. Your role will be diverse and rewarding, including:

- 📅 **Internal Events & Staff Engagement** – Coordinate the internal calendar of staff events & activities, fostering a connected and engaged workplace
- 🎯 **Marketing Strategy** – Develop and execute creative marketing plans
- 📰 **Media & PR** – Build relationships, manage media enquiries & PR strategies
- ✉️ **Communications** – Oversee newsletters, reports & internal/external messaging
- 📱 **Social Media & Digital** – Manage social media, website & digital content
- 🎉 **Event Coordination** – Plan & run Annual Celebration Day, GP education sessions, fundraising initiatives & staff Christmas functions
- 🤝 **Bethesda Foundation Support** – Help grow fundraising efforts & donor engagement
- 📁 **Marketing Admin & Branding** – Maintain marketing materials & collaborate with designers

About You:

We're looking for a **creative, organised, and people-focused** marketing professional with:

- ✅ **Marketing/PR expertise** – A degree in Marketing, PR, Communications, or similar
- ✅ **Strong writing & communication skills** – Attention to detail in publications & media
- ✅ **Great time management** – Ability to juggle multiple projects with changing priorities
- ✅ **Digital know-how** – Experience with social media, websites & digital marketing tools
- ✅ **People skills** – A natural relationship-builder who enjoys working with stakeholders
- ✅ **Customer focus** – Passion for enhancing engagement through marketing
- ✅ **Team player & independent worker** – Able to work autonomously but collaborate well
- ✅ **Alignment with Bethesda's values** – Teamwork, Respect, Integrity, Compassion, Excellence, Professionalism

🌟 Bonus Points for:

- ★ Healthcare, hospital, or NFP marketing experience
- ★ Graphic design & content creation skills
- ★ Certification in Digital Marketing or Social Media Management



Why Join Bethesda Health Care?

- ✦ **Flexibility that fits your life** – Work hours that suit your lifestyle
- 💰 **Salary packaging perks** – Up to **\$15,900 tax-free for mortgage, rent, or living expenses + \$2,650 for meals & entertainment**
- 🧑‍⚕️ **Wellness support** – Employee Assistance Program (EAP) & discounts through [WHEREFIT](#)
- 🚗 **On-site perks** – Subsidised parking, discounted meals & easy access to public transport

How to Apply:

- ✦ Submit your [Application Form](#), resume & cover letter (addressing the selection criteria) to HROnboarding@bethesda.org.au by 5 May 2025.
- 📄 View the full Position Description here: [Marketing and Public Relations Coordinator PD](#)

Important Information:

- ✓ Open to candidates with **full Australian work rights**
 - ✓ **Recent Police Clearance** required
 - ✓ Only **shortlisted candidates** will be contacted
 - ✓ Bethesda Health Care **may close applications early**
- 💡 **Join us and help shape Bethesda's brand while enjoying true work-life balance!**