

Marketing and Projects Assistant (Part Time) – Open Heart International **Part Time 22.5 – 30 hours per week.**

As part of its commitment to the community, Adventist Healthcare is involved in medical projects in developing countries. Currently known as HealthCare Outreach (which includes Operation Open Heart, Nepal Reconstructive and Women's Health amongst others), the program will shortly be rebranded and relaunched as **Open Heart International**.

Open Heart International (OHI) receives funds to implement its projects primarily from donors and supporters. Volunteer teams are assembled from staff at Adventist HealthCare facilities and from other hospitals around Australia to participate in visits to developing countries to provide specialist healthcare. Operational support is provided by Adventist HealthCare. **Although the successful applicant will be an employee of Adventist HealthCare Limited, this position is funded by donations to Open Heart International, and not by Adventist HealthCare.**

Adventist HealthCare is a not for profit organisation operating several businesses including Sydney Adventist Hospital, the largest single campus private hospital in New South Wales and the base from which OHI works. Located on Sydney's North Shore, we have an outstanding reputation in the community for superior facilities and service. We offer exceptional staff benefits and salary sacrificing opportunities.

This role is an exciting new opportunity to make a significant difference to the lives of people in developing countries, unable to access healthcare that is sometimes taken for granted in Australia. Reporting to the Manager, Open Heart International, the successful applicant will be responsible for providing operational support, primarily focussing on the implementation of agreed marketing activities and assisting the Manager and Project Coordinators in the implementation of OHI's projects.

Specific duties will include but are not limited to:

- Writing and Content Management on OHI's website, blog, fundraising portals, newsletters and social media platforms.
- Preparation of management information on projects, and minutes/agendas for OHI committees.
- Assisting Project Coordinators and Volunteers with logistical and travel organisation for each project.



- Responding to volunteer, donor and supporter enquiries and providing information ensuring response is accurate, timely and in accordance with Policies and Procedures.

Essential

- Proven organisational and time management skills.
- Demonstrated advanced level skills in written and oral communication.
- Demonstrated capability to provide high level customer service.
- Proven ability to use initiative and work independently.
- High level interpersonal skills, with proven ability to work effectively in a team environment.
- Demonstrated experience with Microsoft Office.
- Flexibility to be able to increase hours during peak times.

Desirable

Previous experience or tertiary qualifications in one or more of the following areas would be considered advantageous:

- Employment in marketing, project implementation or general management of a "Not for profit" organisation.
- Marketing and / or Fundraising.
- Website Management including ModX CMS.
- Adobe Photoshop or similar creative programs.
- Medical terminology and/or procurement.

Flexibility is available to number of pattern of work hours and will be negotiated with the successful applicant. Some international travel opportunities exist as part of the role.

Enquiries including full position description and applications to Michael Were, Manager Open Heart International on phone (02) 9487 9295, mailto: Michael.were@sah.org.au Applications close 22 July 2013

