strata managers | community experts

WE'RE HIRING

Marketing & Events Coordinator

SSKB Strata Managers | Full-time | Gold Coast (regular travel to Brisbane)

Salary Range: $60,000 – $70,000 + super, depending on experience | Applications close Friday 13th November 2026

We'll be upfront: strata management might not be the first industry that comes to mind when you think of exciting marketing. But that's exactly what makes this role interesting.

At SSKB, our marketing team has the freedom to bring forward new ideas, try different approaches and, most importantly, **actually make them happen**.

We're looking for a Marketing & Events Coordinator who doesn't just want to work through a marketing calendar. We want someone who sees an opportunity and says, **"What if we tried this?"**, and then gets excited about bringing that idea to life.

You'll have the opportunity to work across a genuinely broad mix of marketing: **social media, content, events, EDMs, photography, video, digital and brand**. One day you might be coordinating a client event, the next creating social content, photographing a team member, writing an article or developing a new campaign.

You'll work closely with the Marketing & Events Manager, but this isn't a role where you'll always be waiting to be told what to do next. We want someone who can confidently deliver the day-to-day while also bringing their own ideas, creativity and initiative to the team.

We can teach you strata. We're more interested in finding a great marketer.

What you'll be doing

You'll work across a broad mix of marketing, including:

- **Events & webinars**: end-to-end coordination of client education events, seminars, conferences, webinars, award evenings and internal events
- **Organic social media**: content creation, scheduling, community management and reporting
- **EDMs & communications**: client and internal email communications, including our client e-newsletter and staff newsletter
- **Website & content**: managing and updating website content, writing articles and creating marketing copy
- **Brand & creative**: corporate collateral, presentations, photography, headshots, video and other creative content
- **Marketing projects**: coordinating suppliers and supporting new campaigns, initiatives and ideas

Most importantly, you'll be encouraged to bring your own ideas to the table and run with them.

The role in more detail

Here's a closer look at what the role involves day to day.

Events

- Plan and deliver events and webinars from start to finish: registrations, presenters, venues, catering, AV, technical checks and follow-up communications
- Research venues and suppliers, and carry out site visits to inform planning decisions
- Prepare run sheets, event assets (signage, collateral, giveaways) and post-event feedback
- Help prepare event budgets and report on progress

Content & communications

- Write, design and schedule client EDMs, event invitations and the staff newsletter
- Plan and manage organic social content across SSKB brands, with a content calendar kept at least four weeks ahead
- Write, edit and proofread articles, website content and marketing copy, aligned to our SEO keyword plan
- Help draft client proposals for our Business Development team

SEO, digital & creative

- Support SEO activity, including keyword research and on-page optimisation
- Keep SSKB's websites current, accurate and on-brand
- Contribute creative concepts and assets for paid campaigns across Google, Meta and LinkedIn (the Marketing & Events Manager leads creative direction and media buying)
- Coordinate photography and video, including staff headshots and event coverage
- Design presentations for internal and client-facing use

Reporting

- Collect and prepare monthly marketing data across web analytics, social media, EDMs, campaigns and SEO

The person we're looking for

We're looking for someone who can get things done, but who also has ideas about how we could do things better.

You'll be organised enough to manage the detail of an event, particular enough to spot a typo before an EDM goes out, creative enough to think of a better way to present a piece of content, and confident enough to put a new idea forward.

Ideally, you'll bring:

- Experience creating and managing organic social media content, including scheduling and analytics
- Experience creating, scheduling and reporting on EDM campaigns
- Experience coordinating corporate, client or professional events
- Strong copywriting, editing and proofreading skills, with an excellent command of written English
- Strong attention to detail and an appreciation for brand consistency
- Excellent organisational and project coordination skills

- Confidence communicating with internal stakeholders and coordinating external suppliers
- The ability to manage multiple projects and competing deadlines
- Initiative and a willingness to bring forward new ideas rather than always waiting for the next task
- A practical, hands-on attitude and the confidence to take an idea from concept through to delivery
- The flexibility to attend events outside standard business hours when required
- A current driver's licence and access to a reliable vehicle, with the ability to travel regularly between Brisbane and the Gold Coast

Platforms & tools

Experience with some or all of the following would be highly regarded:

- Canva
- Mailchimp
- WordPress and Elementor
- Adobe Creative Suite
- Microsoft Office
- Meta Business Suite and Ads Manager
- Facebook, Instagram and LinkedIn
- LinkedIn Campaign Manager
- Google Analytics 4
- Social media scheduling, analytics and reporting tools

Great to have, but not essential

You don't need to tick every box. We'd also be interested in any experience you have with:

- Video editing and production (including Adobe Premiere Pro)
- Photography and image editing (including Adobe Photoshop)
- Meta and Google advertising
- SEO and website optimisation
- Using AI tools to support content, research and productivity
- Strata, property or body corporate management

What we offer

- **$60,000 – $70,000 + super**, depending on experience
- **Flexible working arrangements**, discussed at offer and built around the events calendar
- **Birthday leave**: an extra day off to celebrate
- **Time in lieu** for out-of-hours event work, as agreed with your manager
- **Mileage reimbursed** for approved work travel
- **Real ownership**: your ideas get heard, and you get to deliver them
- **Variety**, with no two weeks quite the same

See more about life at SSKB and our staff benefits

Benefits vary by role and will be confirmed at offer.

Location & flexibility

This role is based on the Gold Coast, with regular travel to our Brisbane office and events.

And we'll be upfront: this isn't always a 9–5 role. Events are an important part of what we do, and client seminars, webinars and corporate functions can sometimes mean an early start or an evening finish. We're looking for someone who understands that marketing and events don't always happen neatly within standard office hours, and who can be flexible when required.

We also believe flexibility works both ways. Working arrangements will vary depending on the event calendar, workload and priorities of the team.

About SSKB

SSKB has been supporting strata communities for more than 30 years, working with owners, committees and communities across Queensland, New South Wales and Victoria.

We're a professional business, but we're also a business that values new ideas, initiative and people who are prepared to get involved. For our marketing team, that means no two weeks are quite the same, and there's plenty of opportunity to make your mark.

Interested?

If you're creative, organised, detail-focused and looking for a marketing role where you can contribute ideas, take ownership and make things happen, we'd love to hear from you.

Email your CV and, where possible, examples of your work or a portfolio. We'd particularly like to see social media content, EDMs, articles, photography, video or other marketing collateral you've created or contributed to.

Applications close	Friday 13th November 2026
Interviews	December 2026
Offers	Late December 2026 / early January 2027
Start date	Late February 2027, giving you time to enjoy the break and give notice

Questions before you apply? Contact Darina Laing, Marketing & Events Manager, at dlaing@sskb.com.au. No agencies, please.