



International School Nadi

*Fully Registered by the Fiji Ministry of Education
Registration number 3075*



Marketing and Events Coordinator

International School Nadi is seeking to appoint a committed and passionate Marketing and Events Coordinator to commence in November 2025. The successful candidate will lead our promotional efforts and deliver memorable school events that reflect our vibrant, multicultural community.

About the School

Established in 1992, International School Nadi is an independent non-profit school for students aged 3-18 years. As an International Baccalaureate (IB) Continuum School, our accredited IB Primary Years, Middle Years and Diploma programmes are offered to a diverse student body and aim to develop our students into resilient, empathetic and inquisitive individuals who think critically and creatively, with the courage and conviction to take positive action locally and globally. Our teachers work with small class sizes in a supportive and collaborative environment where autonomy and professional growth are valued. The school campus is located in Nadi, the tourism hub of the Fiji islands. Although a small community, Nadi provides a range of opportunities for short island vacations along with activities like hiking, watersports and ziplining.

Minimum Requirements

- Diploma in Marketing, Communications, Event Management, or a related field.
- 1–3 years of experience in marketing, event planning, or communications.
- Proficiency in social media platforms and content creation tools (e.g., Canva, Adobe Suite).
- Familiarity with email marketing tools and basic website management.
- Strong command of Microsoft Office or Google Workspace.

Desirable

- Bachelor's degree in Marketing, Communications, Event Management, or a related field.

ISN is committed to safeguarding and promoting the welfare of our students and expects all applicants to share this commitment. We follow safe recruitment practices and all appointments are subject to interview, satisfactory references and police background checks. The successful candidate will be required to follow the school's child protection and welfare policies.

Package

An initial contract term of 3 years with the potential to renew will be offered to the successful candidate. The package will include:

- A fortnightly salary paid in Fijian dollars
- Basic health insurance
- Discounted school tuition for dependents

How to Apply

Interested candidates should complete the online application [form](#).

Applications close on 17th October 2025. Due to the expected volume of applications, we will only contact those applicants who are shortlisted for an interview. The school reserves the right to close the application process before the deadline if a suitable candidate is identified.

ISN is committed to safeguarding and promoting the welfare of our students and expects all applicants to share this commitment. We follow safe recruitment practices and all appointments are subject to interview, satisfactory references and police background checks. The successful candidate will be required to follow the school's child protection and welfare policies. Teaching staff also have to be registered with the Fiji Teachers Registration Authority upon commencement of employment.

