

Part Time Digital Communications Coordinator

The United Church in Meadowood
1111 Dakota Street, Winnipeg, MB

The Communications Coordinator works in concert with the Minister and is accountable to the Ministry and Personnel Committee.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Proficiency in managing social media venues for the church community
- Ability to transform information into exciting and useful messages and disseminate it to the right audiences through the best distribution channels
- Experience in Creative Communications would be an asset
- Ability to work both independently and collaboratively.

RESPONSIBILITIES:

- Implement digital communication vehicles (Facebook, Twitter, etc.) to create momentum and awareness
- Website maintenance to ensure fresh and relevant content that is supportive of our church's Christian mission, vision and values
- Grow a vibrant social media community through continually posting photos, videos to Twitter, Facebook and Flickr and engaging with followers
- Develop and implement a strategy to enhance the digital presence of our church
- Direct all social media strategies to ensure fresh and relevant content
- A complete list of responsibilities will be provided upon request

CONTRACT DETAILS:

- Start dated: TBD
- Contract Position (8 hours/week)
- Contract will be renewable on an annual basis
- Other responsibilities and additional hours will be negotiated, taking into consideration the needs of the church
- Criminal Record Check and Child Abuse Registry Check required
- The United Church in Meadowood is an affirming congregation and a successful candidate must endorse the congregation's position of acceptance of cultural diversity and the LGBTQ community

After the application deadline of October 13, 2017, we will only contact those applicants we seek to interview. If you have not heard from us by October 20, 2017, we will not be asking you to interview.