

Communication Coordinator Job Description

The Communications Coordinator is accountable to the Ministry and Personnel Committee and reports to the Minister.

RESPONSIBILITIES:

- Responsible for the overall planning, implementation, organization, and direction of UCiM communication strategies.
- Lead the development of online content that engages audience segments and leads to measurable action.
- Provide content that is supportive of UCiM's Christian mission, vision and values.
- Decide who, what, where, when, and how to disseminate.
- Implement communication vehicles (Facebook, Twitter, etc.) to create momentum and awareness.
- Direct all social media strategies to ensure fresh and relevant content.
- Evaluate the effectiveness of communication strategies and adjust as needed.
- Manage communications budget
- Support IT and AV teams to focus on the most effective communication channels
- Listen for stories of life-change within the church and work closely with the Minister to develop communication that highlights these stories in the appropriate context.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Bachelor degree in Communications, Marketing or related field or two years of equivalent work experience.
- Experience in areas such as website design/content, newsletters, and social media.
- Ability to transform information into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels.
- Ability to work both independently and collaboratively.
- Excellent writing, editing, and verbal communication skills
- Strong professionalism, administrative and organizational skills

- Proficient in current writing/publishing software and social media platforms.

CONTRACT DETAILS:

- Start Date: TBD.
- Part-time Contract Position: 6-8 hours per week
- Other responsibilities and additional hours will be negotiated with the Church Council, taking into consideration the needs of the church.
- The contract will be renewable on an annual basis.
- Criminal Record Check and Child Abuse Registry Check required
- The UCiM is an affirming congregation and a successful contractor must endorse UCiM's position of acceptance of cultural diversity and the LGBTQ community

After the application deadline of September 15, we will only contact those applicants we seek to interview. If you have not heard from us by September 22, we will not be asking you to interview.