

Communications Coordinator Job Description

The United Church in Meadowood (UCiM) is an Affirming, seven-day-a-week community of faith which communicates to the congregation and the wider community, the good news of faith to foster connection and discipleship.

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

Position Summary:

- Plan, organize, implement, evaluate, update and direct communication strategies in consultation with the Minister and associated advisors, to share news, events and worship services within the congregation and the community, and the wider church.

Responsibilities:

- Maintain social media platforms (UCiM website, Facebook, Twitter, etc.) with content that is fresh and relevant to communicate news and sustain interest, to a diversity of congregants and the community we serve.
- Ensure all communication content is consistent with the UCiM Christian mission, vision, and values.
- Participate in producing posters, Powerpoint presentations, MailChimp and newsletters.
- Train, develop, and create procedures for volunteers of the AV booth team.
- Provide ongoing training and support for volunteers in the AV booth (audio and video recording).
- Create and adapt procedures for recording and streaming worship
- Attend Sunday and special services, and working with the AV team, record and edit services for online distribution. Produce in-house special productions (worship and education) for online distribution.
- In consultation with volunteers, research, recommend and upgrade new technology.
- Manage the Communications budget

Knowledge, Skills and Experience required:

- Degree or Diploma in Communications, Media Production, Marketing or related field, or two years of equivalent work experience.
- Competency with video editing software
- Experience with website design, newsletter production, video production and editing and capability with social media platforms. Experience with One Drive is an asset.
- Ability to transform information into exciting and useful messages and to disseminate it through the best available distribution channels.
- Ability to work both independently and collaboratively.
- Excellent English writing, editing and verbal communication skills.
- Strong professionalism, administrative and organizational skills.

Contract Details:

- Start Date: June 1, 2022.
- Part-time contract Position (Fee for Service) 10 hours per week.
- Expected to work at the church as required for consultation with the Minister and the Office Administrator.
- Other responsibilities and additional hours will be negotiated with the Church Board through M&P, taking into consideration the needs of the church.
- The contract will be renewable on an annual basis.
- Subject to the results of a Criminal Record Check and a clear report from Child Abuse Registry Check
- UCiM is an Affirming Congregation, and a successful applicant must endorse UCiM's position of acceptance of cultural diversity and the LGBTQ2S+ community.