

**Canadian Memorial United Church & Centre for Peace**

**COMMUNICATIONS COORDINATOR**

**March 2018**

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**POSITION SUMMARY**

The Communications Coordinator assists in the efficient and effective operation of the Canadian Memorial United Church & Centre for Peace, adhering to the policies, mission and values as a member of the CMUC team, and fulfilling all aspects of the role in a respectful, supportive and caring manner by:

- Ensuring the creation of worship service resources in print and multimedia presentation in a timely and accurate manner.
- Creating and managing the communications online and print portals of CMUC.
- Advising and supporting the communications standards and planning for CMUC.

**ACCOUNTABILITY**

The Communications Coordinator reports to the Manager, Administration & Development.

**RESPONSIBILITIES**

***Worship Communications***

- Coordinate verbal and print announcements for worship service with ministry team.
- Coordinate receipt of copy for, format, edit and proofread worship service bulletins by deadline.
- Coordinate and complete worship service bulletins printing.
- Create worship service multimedia presentation in consultation with ministry team.
- Assign and coordinate worship service media computer operators.
- Liaise with worship technical staff related to job tasks.

***CMUC Communications - internal***

- Create, prepare and post content for the CMUC website and social media feeds.
- Post and upload social media content to CMUC website including blog, YouTube, Twitter, Instagram and Facebook posts.
- Maintain and add names to e-newsletter list.
- Collaborate on the creation of print and online church publications.
- Advise and collaborate on creation of communication and social media protocols.

***CMUC Communications - external***

- Assist with distribution of promotional and educational print materials.
- Support office and ministry staff as required.
- Greet and assist members of the public, members of the congregation, and mission partners as required.

***Administrative - General***

- Monitor supplies inventory related to job duties.
- Respond to enquiries regarding CMUC communication.
- Collaborate and advise related to CMUC's marketing and communications strategy.
- Other duties as assigned.

**REQUIRED COMPETENCIES**

- Excellent computing skills, familiarity with presentation software, familiarity with Office Suite; comfort with learning new in-house software as required.
- Proficiency with social media platforms, webhosting platforms and Wordpress.
- Excellent organizational, communication and time management skills. Ability to meet deadlines.
- Strong planning and logistical skills, good trouble-shooting ability, a creative mind and can-do attitude.
- Exceptional verbal and written communications skills, to complete tasks and handle issues clearly and effectively.

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- Ability to perform calmly under pressure

**Compensation**

This position offers compensation of \$19.00/hour, for an average 13 hour work week over Thursdays and Fridays, and is subject to a 3-month probationary period.

**To Apply**

Please send a cover letter and resume by email to: Janice Waud Loper [janice@canadianmemorial.org](mailto:janice@canadianmemorial.org) by **March 23, 2018 at 5pm**. While we thank all applicants for their interest, only those selected for an interview will be contacted.