

Communications Coordinator: St. John's and St. Peter's Lutheran Churches

Reports to:

Pastor(s) of St. John's and St. Peter's, in Ottawa, ON (remote work possible for the time being, but relocation to Ottawa will be expected once in-person services resume).

Job Overview:

The Communications Coordinator will work with the Pastor(s) and leaders of the congregations to plan, implement and monitor the church's media strategy in order to increase awareness, improve promotional efforts and create authentic relationships with the community. This position balances creating, curating, and nurturing relationships with delivering and executing content that reflects the mission and values of the Evangelical Lutheran Church In Canada, consistent with our commitment to Reconciled in Christ standards. Remuneration will be \$20 per hour for 20 hours a week, with a contract to be renewed on an annual basis beginning after each church's Annual General Meetings (held in February). The period from August 2021 to February 2022 will be a probation period, during which the councils of St Peter's and St John can cancel the contract if the person is deemed unsatisfactory.

SKILLS REQUIRED

- Post-secondary degree and at least 2 years of professional experience preferred.
- Excellent written and verbal communication skills with the ability to learn and master new communication formats quickly.
- Ability to generate and implement new, creative ideas to communicate mission.
- Proficiency with design and publication applications such as EX Adobe Creative Suite, Microsoft Office, etc.
- Organized, efficient, reliable and detail-oriented with strong interpersonal skills and a commitment to collaborative teamwork.
- Skilled at and enthusiastic about building relationships with internal congregation members as well as community members at large.
- Experience with online communication tools, including Email Campaigns and Social Media platforms.
- Problem solve and think creatively.
- Ability to relate to people of diverse backgrounds and experiences.
- Personal qualities of integrity, credibility and a commitment to the church's vision and mission
- Experience within a church or faith-based organization.

RESPONSIBILITIES

- Create engaging and dynamic social media content that reflects the values of the churches
- Schedule and reliably execute newsletters, informational emails, and keep members up to date on current information in an accessible way for all.
- Manage website, social media, and campaigns to the standards set by the Pastor(s)
- Prayerfully and faithfully seek out new opportunities to grow/ adapt as the position needs.
- Provide support for other leaders in the church.

TO APPLY:

Please send your CV and cover letter to Pastor Joel Crouse at jcrouse@me.com by midnight EST on Friday July 30th, 2021 with the subject line "APPLICATION FOR COMMUNICATIONS COORDINATOR: Name".