



## Communications Coordinator – Contract Position

Stouffville United Church is undergoing a meaningful and action oriented change to widen its program reach through *Creating Community for All*. One way we endeavour to do this is through the use of modern branding and effective use of technology and the implementation of a social media strategy. This is an exciting role where you can influence the application and process of our new communications tools. Working with volunteer program leads and church staff to improve and streamline internal and external communications.

The successful candidate will apply people and technical skills to communicate programs of our church through the following activities:

- Coordinate the distribution of appropriate and meaningful information related to church activities through social media and internal (paper based) channels in a timely fashion both directly and through other distribution leads: webmaster and church administrator.
- Apply an exceptional level of technical ability by refining and implementing an internal and external Communications Strategy to include consistent messaging, graphics, AODA compliance and the use of inclusive language.

Working with the *Communications Team, Webmaster, Program Leads and church staff* to:

- Manage a Communication Hub so that program and event information will be disseminated through various channels (hard copy and electronically) to the congregation and the community efficiently
- Assist in promoting church ministries/programs. Build a media strategy to include social media, print media, online networks and community bulletin boards.
- Collect, edit and disseminate material for the church website, Facebook, Eventbrite and weekly news broadcast.
- Respond to program & event inquires using a church assigned email account.

**Contract Description:** Communications Coordinator

This is a part-time, average 12 hour per week - one year contract. Candidate will be expected to provide own computer, related software, internet access, phone and office space

Bring your expertise and passion for communications to this role:

- You have strong diplomatic people and interpersonal communication skills
- You bring a high level of expertise in computer applications such as; Microsoft Office Suite, Constant Contact, Eventbrite, Website, Databases and document management such as Office 365, Dropbox or MS Office OneDrive.
- You have strong editing skills including excellent grammar, spelling and proofreading skills and take ownership and accountability for work
- Ability to work independently and as a team member
- Experience with social marketing
- Ability to organize and complete multiple tasks and meet deadlines
- You are respectful of a diverse community and value the work of the church
- Familiarity with AODA standards (Accessibility of Ontario Disability Act)

To apply please email your resume along with a cover letter to: Chair of Communications [office@stouffvilleuc.ca](mailto:office@stouffvilleuc.ca) or mail to Chair of Communications, Stouffville United Church,

34 Church, Stouffville, ON, L4A 1E3

Deadline: February 25<sup>th</sup> 2018