



Administrative and Communications Associate

Church of the Redeemer seeks an **Administrative and Communications Associate** to join our ministry team. The Administrative and Communications Associate will provide communications and administrative support to the various ministries of the community.

Duties and Responsibilities:

Act as first point of contact by responding to email, phone and in-person inquiries.

Implement the Communications Strategy of the Church of the Redeemer

In consultation with our leadership team, collaborate on the development, design and production of printed and digital communication pieces:

1. Oversee day-to-day communications deployments within deadlines
2. Contribute to the development of new external marketing communications
3. Website updates and maintenance
4. Build out, support and maintain our social media strategy
5. Maintain church database and church records
6. Provide support to the church staff team through development of various meeting materials, annual reports, calendars, etc.
7. Maintain office equipment
8. Oversee office volunteers

Assist the Manager of Parish Operations with projects, when required.

Other duties as assigned.

Requirements:

Post Secondary Education and commensurate experience

Strong written and verbal communication skills

Exceptional time management, organizational skills and work ethic with careful attention to accuracy, timeliness and detail

Ability to manage multiple priorities and take initiative to move projects forward

Strong computer skills including proficiency in Microsoft Office, Constant Contact

An eye for design and experience working with Canva

Knowledge and experience with website and database management

Comfort working both collaboratively and independently

Terms:

This is a part-time position moving with the expectation of a future full-time role. The successful candidate will work on-site at Church of the Redeemer

Compensation package: Contract - \$25-\$28/ hour commensurate with experience

This position reports to the Manager Parish Operations

Application Process:

If you are interested in applying for this position, please submit your cover letter and resume to the office@theredeemer.ca. The application deadline is Friday, August 18, 2023. Applications will be reviewed as received. We thank all applicants, however only candidates selected for an interview will be contacted.