

### **Position Description**

**Position Title:** Communications Coordinator (English)  
**Status:** Part-time 40% non-exempt  
**Reports to:** General Secretary

#### **Purpose/Summary**

The incumbent will work collaboratively with program staff to create and coordinate written and visual content to tell the story of The Canadian Council of Churches (CCC).

The story of The Canadian Council of Churches is 75 years old, yet still a challenge to tell because of the breadth and complexity of its work. We need the Communications Coordinator to help name and shape the story.

#### **Typical Duties and Responsibilities:**

- A. Create compelling visual and written content that tells the story of The Canadian Council of Churches and its flagship programs (Forum for Intercultural Leadership and Learning, Week of Prayer for Christian Unity, for example).
- B. Coordinate the communications efforts of the various bodies of the CCC through its communications platforms (email, website, social media).
- C. Collaborate with the CCC staff team to tell the story of the CCC in all its expressions: Governing Board, Commissions, Groups and Committees.
- D. Support and facilitate fundraising and advancement efforts to tell the story of the CCC and its members.
- E. Respond to church and Canadian media inquiries related to CCC initiatives and current events.
- F. Coordinate relationships with vendors and contractors for website security and updates, visual and written content posting, English and French translation, print and online design and layout.
- G. Work closely with the Communications Committee of the CCC as an advisory body.
- H. Perform other duties as assigned.

#### **Qualifications:**

- A. Excellent visual and written content creation, writing and editing skills.
- B. Confidence coordinating team communication projects.
- C. Excellent ability to communicate with supporters from a donor-centred perspective.

- D. High attention to detail is essential and the ability to work collaboratively, with a high demand for maintaining consistency and accuracy in message and content.
- E. Understanding of and commitment to the ecumenical identity and mission of the CCC.
- F. Strong interpersonal skills.

**Education and/or Experience:**

- A. Bachelor's degree in English, communications, or related degree, preferred.
- B. Three years of experience in creating visual and written content is preferred.
- C. Proven accomplishments in coordinating communications efforts.
- D. An affinity for a community oriented, pastoral approach.

**Language Skills:**

- A. Proficiency in both official languages, preferred.

**Physical & Mental Demands**

Keen attention to detail is required and the incumbent will be required to meet the demands of time-sensitive deadlines. Some occasional travel may be required.

**Work Environment**

We welcome and encourage applications from people with disabilities for all vacancies. Accommodations are available on request for candidates taking part in all aspects of the selection process.



Approved by: \_\_\_\_\_

Peter Noteboom  
General Secretary

3 July 2018

Date Approved: \_\_\_\_\_