

St. Clement's is a growing community learning to follow Jesus Christ and transforming lives at Yonge & Eglinton in Toronto. In an age of distractions and self-promotion, we seek a deeper rhythm.

Ministry Position Title: Digital Communications Missioner

Purpose of the Position: To create, organize, plan and implement effective communication solutions, materials and strategies that clearly support and articulate St. Clement's vision, mission and values, both within the church and the surrounding community.

Duties and Responsibilities:

- Consult and collaborate with leadership to understand, unify and align communication needs and requirements that will support St. Clement's strategic plan
- Support the development and publishing of a variety of printed and digital communication pieces (newsletters/website/event, worship & ministry materials)
- Build out, support and maintain our social media strategy
- Contribute to the development of new external marketing communications, with a particular focus on connecting with those unconnected with church
- Cultivate, lead and manage a team of communications ministry volunteers (writers, photographers, tech crew, designers, etc.)
- Other duties as assigned

Skills, Knowledge and Experience Required:

- Self-starter who can work independently, while also getting excited about collaborating with a strong team environment
- Minimum 1-2 years of related experience (church or not-for-profit experience an asset)
- Post-secondary education in the field of communications an asset (design/media/journalism)
- Exceptional project management skills with the ability to handle multiple projects and priorities with keen attention to detail
- Exceptional written and verbal communication skills with strong editing and proofreading skills
- Strong cross platform digital/print design skills using accessible software/freeware (e.g., Canva)
- Solid understanding of website editing and social media integration (Wordpress, Facebook, Instagram, Twitter, etc)
- Is current on creative, communications and technological trends and passionate about constantly connecting with the next generation
- A working knowledge of Zoom, YouTube and live streaming video/audio

Terms:

- Part-time position at 15 hours per week with a competitive salary
- Flexible schedule
- Due to restrictions related to Covid19, the successful candidate must be able to work both in office and at home as mutually determined in advance



If you are interested in this position, please submit your cover letter and resume to the Rector at hr@stclements-church.org.

The application deadline is Tuesday, November 10, 2020. Applications will be reviewed as received. We thank all applicants, however, only candidates selected for an interview will be contacted. St. Clement's is committed to being an equitable and inclusive workplace, seeking to foster and support a broadly diverse staff and community.