

Role: Communications Manager (Office Administration)

Start Date: TBD

Job Length: 7 Weeks, 40 hours per week

Deadline: May 17, 2021

NOTE: The job, hours, and length of role is dependent on successfully approved Canada Summer Jobs grant money.

The primary function of the communications manager is to aid administratively oversee the running of all office communications, rentals, our website, email and MailChimp, social media, etc. The employee(s) will have special projects, such as helping overhaul and manage a database and community directory. The employee(s) will have an active physical and online presence in the broader neighbourhood, helping create and advertise opportunities for community-wide events and opportunities to connect and/or volunteer.

1. Administrative

- Help oversee facility management, and summer calendar and rentals (such as Onside Athletics, small groups, etc)
- Connect with entire congregation about new database implementation
- Work toward the release of a new digital and physical church directory
- Work alongside other administrative staff to aid with finance
- Join staff meetings and take notes as required
- Change outdoor signage as required
- Support any administrative needs for the other summer staff
- Be the front office staff during business hours, and during Onside Sports camps
- Answer telephones and emails as needed
- Liaise with other users of the church facility
- Be aware of facility needs such as maintenance and cleaning and reach out to the appropriate staff member or committee

2. Social Media

- Work alongside our digital communications manager, develop social media initiatives and strategies for Kortright, with a special focus on developing an audience and content creation for Instagram and Facebook, as well as any other relevant mediums
- Create multiple posts per week to generate feedback and responses

3. Miscellaneous

- Other duties as required by supervisor

Please send all resumes, cover letters, and inquiries to Justin Sytsma - justin@kortrightchurch.org