

**Role: Digital Communications Manager**

**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 digital communications manager is to oversee the running of all communications via the website, email, social media, video, and photography for Sunday morning programs, mid-week sports programs, and any other programs and events. The successful candidate will have special projects, such as building a social media strategy and content creation for Sunday services and social media. The employee 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. Digital Media**

- Assist and lead in the filming and editing of video weekend services
- Assist and lead in the filming and editing of other various Kortright video projects (eg: Kortright community garden promo)
- Work alongside the outreach and family ministries team to create graphics and video content for social media or Sunday services
- Work alongside summer staff team, church, and neighbourhood volunteers to see the video projects to completion

### **2. Social Media**

- 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. Administrative**

- Plot out video “treatments” creatively and thoughtfully
- Join staff meetings as needed
- Coordinate meetings with volunteer teams as needed
- Train 3-4 other volunteers to be able to assist with live-streaming, video work, and social media

### **4. Miscellaneous**

- Help with audio-visual needs as they may arise (funerals, special events)
- Other duties as required by supervisor, Justin Sytsma

Please send all resumes, cover letters, and inquiries to Justin Sytsma - [\*\*justin@kortrightchurch.org\*\*](mailto:justin@kortrightchurch.org)