

Hiring: Digital Communications Coordinator

Kortright Church, Guelph, On

Start Date: TBD

Job Length: 8 weeks, 35 hours per week

Deadline to apply: May 6, 2024

Kortright seeks a communications coordinator to manage digital communications such as social media, video, and photography, to support worship experiences and community engagement. The successful candidate will take on special projects, such as working with the church administrator to enhance the church's social media strategy and content creation. The employee will be involved in both the church and broader neighbourhood.

Kortright is a mid-sized, friendly church providing meaningful work experiences, with opportunities for personal growth.

Responsibilities

1. Digital Media

- Enhance worship by assisting in the filming and editing of video content for online Sunday services. Work with Worship IT Director
- Enhance church community engagement by assisting in creating videos (filming and editing) of Kortright projects (e.g., Kortright community garden)
- Work alongside the outreach and family ministries teams to create graphics and video content for social media and Sunday services
- Thoughtfully and creatively plan out a "story" for videos and social media posts
- Work well alongside the staff, others on the Canada Summer Jobs team, and with the outreach liaison and with church, and neighbourhood volunteers to see projects to completion

2. Social Media

- Assist the church administrator in creating video content and graphics that may be used on the church's social media, such as Facebook, Instagram

3. Administrative and Miscellaneous

- Participate in staff meetings as needed
- Coordinate meetings with volunteer teams as needed
- Help with audio-visual needs as they may arise (funerals, special events)

- Other duties as required by supervisor, Justin Sytsma

Requirements

- Previous experience with digital and social media and in working with volunteers
- Strong creative abilities and written and verbal communication skills
- Respect for statement of faith and values of Kortright Church
- Strong organizational skills and ability to prioritize
- Personal maturity and a willingness to serve and create good experiences for participants
- Ability to maintain confidentiality
- Commitment to follow KPC's Leading with Care Policy for the care and safety of minors and of volunteers who work with minors.

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