

Media & Communications Coordinator

(30 Hours/Week | 3 Weekdays + Sunday | Includes Benefits + RRSP Package)

Position Summary

Glad Tidings Church is seeking a **Media & Communications Coordinator** who will oversee our digital, print, and technical communications to ensure our church's message is effectively conveyed to the congregation, the local community, and online audiences. This role requires **both strategic leadership and hands-on creative skills**, supported by a team of volunteers, to maintain a consistent and compelling brand across all platforms.

The ideal candidate:

- Possesses a **love for God** and aligns with the mission, vision, and core values of Glad Tidings Church.
- Has **strong leadership** and communication skills, capable of inspiring and organizing volunteers.
- Exhibits **creative problem-solving** and demonstrated proficiency in design, media production, and digital marketing.
- Enjoys a collaborative, **team-oriented** environment with a commitment to excellence.

Key Responsibilities

1. Strategic Oversight & Project Management

- Serve as the primary point person for all media and communication initiatives, ensuring projects align with Glad Tidings' vision and branding.
- Collaborate with church leadership to plan communication strategies for upcoming events, sermon series, and major church initiatives.

- Develop timelines, assign tasks to volunteer teams, and **monitor progress** for timely and high-quality outputs.

2. Digital & Social Media

- Manage and regularly update the church website, ensuring information is **accurate and engaging**.
- Oversee social media channels (e.g., Facebook, Instagram), including content creation, posting schedules, and audience engagement.
- Track and analyze engagement metrics to **optimize reach** and effectiveness.

3. Live Stream & Video Production

- Oversee Sunday **Live Stream** production, coordinating volunteers and providing technical assistance as needed.
- Produce, edit, and troubleshoot weekly video content for Sunday services, special events, and testimony stories (approx. 8–10 per year).
- Ensure the final product is delivered with **quality and consistency**.

4. Graphic Design & Print Materials

- Design or oversee the creation of event promos, sermon series graphics, signage, and other printed materials.
- Maintain branding standards across all media—digital and print.
- Coordinate print production or external vendors when necessary.

5. Team Leadership & Development

- Recruit, train, and **coach volunteers** for live stream operations, photography, video editing, and other creative tasks.
- Build a positive team culture by providing clear direction, feedback, and spiritual support.

- Maintain a rotating schedule of volunteers using Planning Centre or a similar tool.

6. Event Coordination & Marketing

- Partner with ministries to strategize and execute event promotions—both to the congregation and the broader community.
- Lead or assist with scheduling, messaging, and promotion for special services (e.g., Christmas, Easter).
- Develop marketing materials (digital ads, flyers, etc.) in alignment with church messaging.

7. Administration & Budgeting

- Prepare and manage the **annual media department budget**, ensuring prudent use of resources.
- Produce periodic reports on media performance and engagement, identifying improvement areas.
- Coordinate with external agencies or contractors if specialized support is needed (e.g., web development, advanced video production).

Required Skills & Qualifications

- **Membership** (or willingness to become a member) at Glad Tidings Church.
- Proficiency in **Adobe Creative Suite** (Photoshop, Illustrator, InDesign, and Premiere Pro or similar for video editing).
- Working knowledge of **web content management** (e.g., WordPress, Squarespace) and basic design/development practices.
- Experience managing **social media** for an organization, including scheduling tools and analytics.
- Strong organizational skills, able to **prioritize** multiple projects and consistently meet deadlines.
- Excellent interpersonal and **team-building** abilities; experience leading volunteers or staff is a plus.

- Previous Church or ministry experience an asset.

Compensation & Benefits

- This is a **30-hour per week** salaried position (3 weekdays + Sundays on-site).
- Competitive salary range, **commensurate with experience**, plus a comprehensive **benefits** package and **RRSP** contribution plan.
- Opportunities for **professional development** and training to further enhance your skill set.

How to Apply

Applications will be accepted until **April 30, 2025**, or until the position is filled. Please send the following:

1. **Resume** (highlighting relevant experience).
2. **Cover Letter** (detailing your interest in the role and alignment with the mission of Glad Tidings).
3. (Optional) **Portfolio or work samples**, showcasing your graphic design, video editing, or other media projects.

Note: A sampling of video and/or original media productions may be requested from shortlisted candidates.

For any further questions, contact **Salem Faraj** at sfaraj@gtburlington.org

Thank you to all applicants; only those selected for an interview will be contacted.