

## Communications Coordinator

Department: Media & Communications  
Reports To: Communications Manager  
Status: Full Time

### Position Overview

The Communications Coordinator is a team player, primarily responsible for assisting with church communications, project coordination, copywriting and graphic design.

### Major Responsibilities

#### Church Communications

- Upholds brand standards, including but not limited to: logo, colour palette, fonts, copy, photography, video, audio and the experience of church members, ministry participants and guests.
- Works collaboratively in the production of church-wide and ministry-specific collateral, including but not limited to: printed material, digital content and promotional items.
- When required, attends The Peoples Church events to support Communications needs.

#### Project Coordination

- Assists with maintaining Communications project and content management systems to track deadlines and deliverables.
- Ensures all web content and forms are up to date and provides staff with frontend web support.
- Produces the monthly *Together* booklet, ensuring the timely delivery of content from departments and ministries; coordinates printing schedules to meet monthly deadlines.
- Researches external vendors obtains quotes and coordinates project and event specific orders.
- Manages volunteers assisting with project and event preparations.
- Maintains the Communications archive of templates, projects and resources.

#### Copywriting

- Writes and edits copy for online, print and video purposes, including but not limited to promotional blurbs, testimonial stories, articles, scripts and broadcast emails.
- Ensures the accuracy of spelling, grammar and copy standards.

#### Graphic Design

- Produces weekly print and digital material for Sunday Services, including but not limited to bulletins, slides, sermon graphics and social media visuals.
- Assists the Graphic Designer with the execution of promotional print and digital material for events and projects.

Other duties as required.

### **Qualifications**

- Must have a deep, growing personal faith in Jesus Christ and support the vision, mission, values, and Statement of Faith of The Peoples Church.
- A college diploma or university degree, preferably in Communications, Graphic Design, or relevant field.
- Have excellent command of the English language, in spoken word and in writing; knowledge of French or other languages is an asset but not required.
- Extensive experience with Adobe Illustrator, Photoshop and InDesign.
- Have excellent computer skills including proficiency with Microsoft Office Suite and Adobe Acrobat.
- Experience working with WordPress templates.
- Be a self-motivated learner who maintains awareness of best industry practices and trends, with particular attention to the non-profit sector.
- Have a good understanding of corporate communications and design.
- Must be able to concurrently manage multiple projects and priorities to fulfill deadlines, with attention to task details as well as team relationships.
- Display strong moral character, honesty, humility and integrity above reproach.

### **Working Conditions**

- Interact with others (volunteers, staff, members, guests) regularly
- Overtime and weekend work may be required
- Complete Vulnerable Sector clearance

### **Application**

Qualified applicants are invited to forward their résumés by January 15, 2019 with reference #MCX319 in confidence to:

**The Peoples Church**  
**374 Sheppard Avenue East**  
**Toronto, ON**  
**M2N 3B6**

**Fax: 416.222.3917**

**Email: [Employment@ThePeoplesChurch.ca](mailto:Employment@ThePeoplesChurch.ca)**

**We thank all applicants for their interest; however only those selected for an interview will be contacted.**

The Peoples Church is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.