



The United Church of Canada Position Description

Position Title: Communications Assistant (.75)	Evaluation Category: 3
Reports To Position: Regional Council Executive Minister	Direct Reports: none
Unit/Regional Council: Nakonha:ka	Date Last Reviewed: November2024

Context

Called by God, as disciples of Jesus, The United Church of Canada seeks to be a bold, connected, evolving church of diverse, courageous, hope-filled communities united in deep spirituality, inspiring worship, and daring justice.

Within the United Church, the Regional Council, as part of the wider United Church of Canada, is a decision-making body responsible to serve and support communities of faith within its bounds, and provide necessary oversight.

Eastern Ontario Outaouais, Nakonha:ka and East Central Ontario Regional Councils are composed of all ministry personnel within its geographic bounds, ministers of denominations within mutual recognition agreements while under appointment or call, and lay members elected by the communities of faith, respecting the balance of lay and ministry personnel where possible. They support congregations and communities of faith, and numerous other ministries including camps, youth and young adult work, leadership development and new ministry initiatives. They focus on providing services that assist church personnel and maintain good relationships between congregations and personnel. They also provide staff, finances, advice, advocacy, and program resources to ministries to enhance their work, and support the work of General Council.

Position Purpose

The Communications Assistant is responsible for internal and external communications, expanding community engagement and connections, through various social media platforms and publications, email and other platforms. They will provide administrative support, as required.

Primary Areas of Responsibility

1. Communications (75%)

- Work with the Regional Executive Minister and Regional Council to develop and maintain a cohesive social media plan. This includes analysis of the effectiveness of social media platforms;
- Work closely with networks, task groups and communities of faith within the Regional Council to communicate and promote events, and shares news through social media;

- Maintain and update the website and social media platforms;
- Facilitate online conversations through actively monitoring social media comments and engagement, and developing other online communication tools;
- Handles media relations, organizes interviews, prepares press releases and responds to requests from journalists;
- As the main contact person, receives information (via the website or other means) to include in regional communication; and
- Communicate effectively with volunteers and Ministry Personnel as required.

Administration (25%)

- Develop, update and maintain the database of contacts;
- Assistance with registration and logistics for Regional Council events;
- Participate in joint staff activities; and
- Liaise with Communications Assistants in Eastern Ontario Outaouais Regional Council and East Central Ontario Regional Council.

Position Qualifications

Education

- Post-secondary education;
- Study in the field of communications an asset

Experience

- 3-5 years of work experience in a communication or administrative role;

Skills and Abilities

- Proficiency with current social media platforms (Facebook, Instagram, Twitter, etc) together with working knowledge of web production and social analytics;
- Strong computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, and other social media and online platforms;
- Solid administrative, planning and organizational skills, priority setting together with effective time management and follow through skills;
- Excellent communication skills, verbal and written, including proof-reading in English; similar skills in French considered as asset;
- Attention to detail and accuracy is essential together with problem-solving and analytical skills;
- The ability to work independently as well collaboratively as part of the team;
- Flexibility to effectively deal with changing situations or priorities together with the ability to handle multiple projects simultaneously;
- Experience in dealing with journalists and media outlets would be an asset; and
- Experience in a church or not-for-profit setting is desirable; knowledge of the United Church of Canada and its ministries would be an asset.

Personal Characteristics

- Alignment with the vision and values of The United Church of Canada;
- Motivated self-starter capable of identifying needs;
- Initiative, good judgment, tact, discretion, resourcefulness, and creativity in problem solving; and
- Recognition of personal and professional boundaries.

Working Conditions

The United Church of Canada has adopted a hybrid workplace model, providing flexibility for this position, working both off-site and in the Regional Council Office, in Lachine Montreal. The incumbent will be provided, for work purposes, use of secure devices and must be available by email, phone, teams or zoom during regular office hours Monday to Friday. Sitting and viewing a computer screen for long periods, keyboarding/using assistive devices or technologies, intermittent physical activity including sitting, standing, lifting, some use of carts and dollies, and being on a call for long periods of time will be required. Occasional additional hours and attendance at evening/weekend meetings may be required.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act and the Human Rights Code, The United Church of Canada will provide reasonable accommodations to employees with human-rights related needs.