### Kitchissippi United Church is a growing, dynamic congregation of people from all walks of life, united by a common purpose to be a good neighbour and through God to make the world a better place. Rooted in Faith - Growing in God's Love - Caring for each other and all creation. We invite you to visit our website to get to know us better [www.kitchissippiuc.com](http://www.kitchissippiuc.com)

**Job Opportunity**

**Web Communications Manager/Communications Assistant**

Rate: $18.00 per hour

Tentative start date late June until end of October 2021, TBC

Location: Work remotely - Online and occasional in-person teamwork at 630 Island Park (when safe).

Hours: Part-time 12 hours per week, 18 weeks. There will be some flexibility in structuring work week as much will be independent work; however, due to the nature of the organization, some evening or weekend meetings may be required.

**ELIGIBILITY**

This position is funded by Canada Summer Jobs. Applicants must confirm that they are 15 – 30 years of age, and legally able to work in Canada (have a SIN card, and be a Canadian citizen, permanent resident, or having refugee status for duration of the job). You do not need to be a student to apply. International students are not eligible.

**Note On Screening and Duty of Care:** As we are a faith community working with vulnerable populations, we require staff members and those in a position of trust to have a clear Police Records Check for Work with the Vulnerable Sector. We will also request references as part of our screening process.

**QUALIFICATIONS**

**Website Management** - proven technical knowledge and experience and good understanding of website management withWordPress (preferred). Aptitude with multimedia conversions and uploads.

**Social Media Administration** - proven technical knowledge and experience with how to integrate social media plugins, apps, and common cloud-based computing, design, and social sharing tools (i.e. Facebook, YouTube Channels and video conversion and uploading).

**Video Creation and Editing** - some experience creating and editing basic videos/graphic/audio skills in PowerPoint. Experience with Canva, Audacity, and/or video editing software a strong asset.

**Office Communications** – proven experience working with MS Word, PowerPoint and Gmail suites (i.e. email, drive, docs, and forms) and Mail Chimp. Attention to detail and excellent written communication skills required.

**Online Meeting/Streaming Software** - comfort and experience in using Zoom or similar online meeting/live-streaming platforms for hosting and recording virtual meetings and events.

**RESPONSIBILITIES**

**Website Management**

* Manage and update the KUC WordPress website and content basics such as link checking, file archiving, etc.
* Assist with postings and improvements to website. Help collect and upload/post multimedia contributions (mp4 music and video, video messages, archived live broadcasts and newsletters, etc.)
* Troubleshoot issues and participate in communications committee meetings as required, to brainstorm and implement updates and upgrades to make communications accessible.
* Participate in and contribute to learning objectives for Council and committees on opportunities for improvement: for example, this may include researching and presenting pros/cons of various social media platforms and integrations.

**Social Media Administration**

* **Facebook** - assist with administration – ie. updating and integrating social media communications for organization and child/youth programming. Consider optional additional social media platforms.
* Assist in the “decommissioning” of a current but older social media account and migrate /archive past posts and images; help to set up new page with organizational branding and avenues for online interaction.

**Online Meeting Support**

* **Zoom** -support and/or co-host zoom/remote sessions for all ages, and train volunteers in it.
* Learn from partner groups, then support and train staff and volunteers in online sessions: assisting with setting up meetings, managing controls, troubleshooting, recording /downloading/ editing /broadcasting clips.
* As the contract progresses, there may be opportunity or request to assist with new livestreaming software and sessions when our Sunday worship service and children’s programs begin livestreaming.

**Video Creation and Editing**

* Import audio files (from the Choir Director) in to PowerPoint and create basic video/audio MP4 and YouTube videos.

**Office Communications**

* Work with Office Administrator and Communications Committee members, assisting with the creation and delivery of weekly e-newsletters (Kitchissippi Friday File) and other general outgoing announcements (obituaries, etc.) using MS Word, PowerPoint and Gmail suites (i.e. email, drive, docs, and forms) and email management programs, such as, Mail Chimp.
* Assist with sourcing appropriate visual storytelling tools and images for video and digital messaging (e.g., creative commons graphics, or obtaining permissions for using our own participant photos,. etc.). Be mindful of accessibility and inclusion in design.
* Assist with answering and directing inquiries regarding ongoing programs and services. Support special session registration if Covid-19 protocols require (e.g., Eventbrite).

**ASSETS and OPPORTUNITIES**

As a faith community dedicated to ongoing learning, inclusion, and social justice, we welcome applicants to identify topics of interest, talents, and special expertise which they may wish to explore, share, or develop.

**In addition to the qualifications listed, the following are considered as assets:**

* Graphic design, livestreaming/podcasting experience, background in working with children or youth, experience with Audacity or similar audio editing software, or other skillsets applicants wish to share that may be relevant to this role.

As part of this paid role, there will be opportunities to work alongside staff or volunteers on communications aspects relating to equity, inclusion, reconciliation, and other social justice efforts.

We encourage applicants to identify any area(s) of interest they might explore or contribute to, in consultation with Kitchissippi UC staff and supports. This may include participating in, leading, or supporting learning sessions, or simply learning about and ensuring that communications reflect the values and goals of inclusion and equity.

The following are some areas of focus for our congregation in our ongoing learning and commitments:

* Ecological stewardship, Right Relations & Reconciliation, Black Lives Matter, LGBTQ2+ affirmation, accessibility, Anti-Racism, and/or Refugee support.

**HOW TO APPLY**

Send a cover letter and resume as one pdf with filename Communications\_YourName.pdf to [kgracequist@kitchissippiuc.com](mailto:kgracequist@kitchissippiuc.com) by (deadline)

Please ensure that the email subject line is “Communications Application.” Additional materials are not required, however, we welcome examples of previous work, if applicable.