

Communications Coordinator
Holy Trinity Parish Lower Sackville, NS

A calling is a pull toward something you feel uniquely qualified to do and enjoy passionately. Holy Trinity Parish is seeking a part time Communications Coordinator (12 hours per week) to support the Pastor and Leadership Team. Are you being called?

Reporting to the Pastor, the Communications Coordinator will provide hands on communications by being the lead in providing and maintaining our communications updates and strategy, including social media accounts, electronic signage, managing the parish calendar, mass email updates to parishioners etc.

Who You are: You are self-driven and detail oriented, as well as a strong communicator. Your strengths include organizational and planning skills, the ability to prioritize and work well in a demanding, fast-paced environment, and a desire to contribute to, and be a part of, a fun-filled engaging work environment. You have a reputation for adding value to all that you do and you are a team player who understands that we are stronger when we work together to serve God. If this sounds like it was written for you, we need to hear from you.

The successful candidate:

- Displays and maintains an active spiritual life rooted in a growing relationship with Jesus Christ, committed to personal prayer, and has a passion for parish renewal
- Previous experience in church communications would be an asset
- Has above average organizational and communication skills
- Demonstrate proficiency with technology including G-suite products; Adobe, video conferencing (Zoom); website updates and bulk email tools such as Mailchimp.
- Has strong interpersonal skills, with above average written and oral communication skills with the ability to maintain a high degree of confidentiality
- Has above average initiative and demonstrated flexibility as well the ability to work with minimal supervision

A job description is available upon request. This is a part-time position of 12 hours per week, with some flexibility as to the hours.

To apply: Please send your current resume along with a cover letter that details how your experience fits with the Parish vision, mission and strategy

Send to: stephen@holytrinityns.ca. Applications will be accepted until the position is filled.