

St. Clement's is a growing community learning to follow Jesus Christ and transforming lives at Yonge & Eglinton in Toronto. In an age of distractions and self-promotion, we seek a deeper rhythm.

Ministry Position Title: Administrative and Communications Associate

St. Clement's Church seeks a highly motivated Administrative and Communications Associate to join our dynamic ministry team. The Administrative and Communications Associate will provide support for the church as a whole, taking on a variety of tasks to support efficient and smooth programs, services and communications.

Duties and Responsibilities:

- Act as first point of contact by responding to email, phone and in-person inquiries
- Develop and publish a variety of printed and digital communication pieces (service programs, worship & ministry materials, newsletters, blog posts, YouTube videos, events, etc.)
- Oversee day-to-day communications deployments within deadlines
- Contribute to the development of new external marketing communications
- Website updates and maintenance
- Set-up and manage worship livestream videos via YouTube
- Build out, support and maintain our social media strategy, in consultation with our leadership team
- Maintain church database and church records
- Provide support to the church staff team through development of various meeting materials, annual reports, calendars, etc.
- Maintain office equipment (VoIP telephone system, photocopier)
- Oversee office volunteers
- Assist the Manager of Finance & Administration with projects, when required
- Other duties as assigned

Requirements:

- Post Secondary Education and commensurate experience
- Exceptional time management, organizational skills and work ethic with careful attention to accuracy, timeliness and detail
- Ability to manage multiple priorities and take initiative to move projects forward
- Strong computer skills including proficiency in Google Workspace, Microsoft Office, Zoom, Constant Contact
- Basic video and audio editing skills and familiarity with YouTube and Soundcloud
- Experience with website management using Wix
- Knowledge and experience with database management and reporting – familiarity with PowerChurch an asset
- An eye for design and experience working with Canva
- Comfort working both collaboratively and independently
- Strong written and verbal communication skills

Terms:

- This is a full-time position and the successful candidate will work on-site at our growing church in midtown Toronto
- Compensation package: salary \$45,825 to \$48,750/yr commensurate with experience, plus pension and benefits
- This position reports to the Manager of Finance & Administration

Application Process: If you are interested in applying for this position, please submit your cover letter and resume to the Rector at hr@stclementsto.ca. **The application deadline is Friday, August 25, 2023.** Applications will be reviewed as received. We thank all applicants, however only candidates selected for an interview will be contacted.

St. Clement's is committed to an equitable and inclusive workplace, seeking to foster and support a broadly diverse staff and community.