

**Communications Coordinator
Part time Contract Position
Westminster Presbyterian Church—Barrie, ON**

The following is a *summary* of the position. Please contact the coordinator of our HR Team, Steve Sainsbury (activeyouth@westminsterpc.ca or 705-220-9016), for a full description:

General

1. Attending bi-annual meetings with the Minister (and sometimes with the Session) to discuss plans for Church communications.
2. Being responsible for communications with the congregation and the community.

Specific

1. Taking responsibility for church communications under the direction and guidance of the minister, including the creation of the Sunday bulletin using Microsoft word format via Dropbox, managing social media (Facebook, Instagram, Twitter, etc), updating the website, updating the church app, creating and sending the weekly email newsletter (via Mailchimp), updating podcast content, creating graphics and slides for weekly worship services, editing and uploading church content to YouTube. Using a church email address to communicate on church matters.
2. Attending the quarterly Sunday Morning Team meetings.
3. Being present as a part of Sunday morning congregation and being present at church functions, with the exception of church camps for children.
4. Attending regular meetings (virtual or in person) as needed with the pastor to plan, organize and implement programs.

Payment: The amount of payment will be \$11,250 per annum and subsequently, beginning on February 1st, 2023, will be determined through the church budget process, subject to approval at the Annual Meeting of the Congregation (held in February). Payment will be made monthly, on the last business day of each month.

Deadline for applicants: August 31, 2022.