



Role Profile Communications Coordinator

Working Title:	Communications Coordinator
Reports To:	Communications Director
Type of Position:	Part-time [30 hours/week]
Remuneration:	Based on qualifications & salary grid
Date Established:	October 1, 2019
Revised:	August 2021

Purpose / Summary

The Communications Coordinator will be a support to the various functions in the area of communications.

Key Responsibilities

Administrative

The individual will be professional and positive, providing support in the areas of communications and publications. They are a great team player who provides a sense of organization and flow; while using their creative gift to serve all ministries in the area of communications.

Other responsibilities will include, but not be limited to:

- Receive and organize incoming communications requests from different ministries/departments
 - Assign tasks to Communications team members as required
- Review website content on a weekly basis for accuracy
 - Write and edit content as required
- Social Media:
 - gather photos/videos of events, facilities, staff, etc. around the church for use on various communications channels
 - write and post graphical, written and video content to communications channels for corporate information and ministry events
 - monitoring posts and audience engagement

Meetings

- Attend weekly and monthly staff meetings
- Attend Congregational Meetings

Qualifications

Preferred:

- Spiritually mature Christian
- Member, or willing to become a member of CrossRoads Church
- Strong attention to detail
- Aptitude for learning and working with new technology
- Demonstrated high levels of Emotional Intelligence
- Able to be flexible in fast-paced environment with deadlines
- Demonstrate excellence in written/verbal communication skills
- Ability to anticipate needs, to be highly organized and be a good time manager
- Post-secondary education and or applicable work experience
- Understands and supports the vision/direction of CrossRoads Church
- Must be in agreement with and sign our Lifestyle Agreement and sign a Confidentiality Agreement.
- Must provide a criminal record check

Application Process

Please submit your cover letter and resume to Kendra Berniko at the Church Office or via email to KendraB@CrossRoadsChurch.ca.

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“To give everyone in Central Alberta the opportunity to have a personal relationship with Jesus Christ and by following Him together, impact the world with compassion and hope.”