

JOB POSTING: COMMUNICATIONS SPECIALIST

Purpose: This position at St Catherine's Anglican Church seeks to empower and support our congregation in their relationships within the parish and their engagement to its broader community. We are seeking someone who will strengthen the internal and external communication of the St. Catherine's congregation.

Job Description: This part-time communications position enhances our internal communication, and supports the ministries of the Parish Council by engaging online and paper-based communication tools for the broader neighbourhood and beyond. This position reports directly to our Priest-in-Charge. Working from a home office is preferred.

Job Responsibilities:

Support communication and participation within the St. Catherine's community:

- Oversee the design and messaging of weekly bulletins, e-newsletters, and all print advertising;
- Enhance external communication on the church website, YouTube, and social media platforms.

Requirements:

- A passion for connecting with people and networking in communities.
- Excellent communication skills in written and oral English;
- Training and/or experience in graphic design (a portfolio of your work and reference checks will be a part of the interview process).
- Willingness to work within a faith-based organization with Christian Values;
- A self-starter with the ability to think creatively and strategically; and
- Administrative and organizational skills.

The successful applicant will need to complete a Criminal Records Check (Vulnerable Sector) before beginning their employment and attend dismantling racism training at the next offering of the seminar.

Remuneration: \$27.50/hr for 8-10 hours a week.

Term: This is a part time, contract position for a 1-year renewable.

Contact: Resume and Cover Letters accepted until February 12th, 2025.

Email: scadmin@shaw.ca

Mail: St. Catherine's Anglican Church
c/o Rev. Sharon Smith
1058 Ridgewood Drive
North Vancouver, BC V7R 1H8

ABOUT ST. CATHERINE'S

Catherine's Anglican Church, near the heart of Edgemont Village in North Vancouver on the ancestral lands of the Coast Salish peoples, including the Squamish and Tsleil-Waututh Nations, is a contemporary, progressive community of Christian seekers.

We welcome our neighbours to join us in the journey. We provide a place of spiritual growth through Christ and we respond with gratitude for God's abundance in our lives through service to our brothers and sisters in the world.

Our Vision is to:

- Be an inclusive and thriving community of faith for all generations
- Continually invite others to join us in our journey of faith and Christian discipleship
- Honour the strengthening of relationships and development of community, both within our walls and outside them
- Minister to those in need in Christ's name

St Catherine's is a community that aspires to be:

Welcoming, Inclusive, Curious, Creative, Sustainable, Caring and Humble.

OpenToThe Light