

## Communications Assistant

*0.5 FTE Part-Time, Permanent, In-person*

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### About Menonite Church Eastern Canada

At MCEC, you will connect with a dynamic group of colleagues and church leaders across Ontario, Quebec and New Brunswick. MCEC's community of 108 congregations and church plants worship in 20 languages, and have diverse worship practices and theological perspectives within the broader Menonite-Anabaptist tradition. MCEC staff team members come from different walks of life and bring diverse perspectives yet are united in their passion for the Church to thrive, following Jesus together. You can find out more information at [mcec.ca](http://mcec.ca).

### Role

The Communications Assistant will support the development and implementation of communication strategies to enhance Menonite Church Eastern Canada's visibility and engagement. This role involves social media management, content creation and assisting with various communication projects to support MCEC's identity, purpose, values and strategic priorities.

### Requirements:

- **Attributes**
  - Embodies the identity, purpose and values of MCEC and experienced by others as a person of integrity and enthusiasm, who is called to offer their gifts and skills in service of the Church
  - Affiliates with an MCEC congregation
  - Possesses strong organizational skills and attention to detail
  - Works both independently and collaboratively in a team environment
  - Creative thinker who can transform ideas into impactful communication strategies and effectively engage our audience across various platforms
  - Demonstrates strong interpersonal skills and intercultural competency in relating to people of all ages, ethnic, cultural and economic backgrounds and theological persuasions internally and externally
- **Skills**
  - 1-3 years of experience in a communications role, preferably in a non-profit environment
  - Excellent written and verbal communication skills
  - Proficiency in social media platforms and content management systems with knowledge and experience with Canva
  - Strong computer skills in Microsoft 365 and the ability to learn new programs quickly
  - Experience with graphic design software (e.g., Adobe Creative Suite) is an asset
  - Photography or experience with video production is an asset

## Responsibilities

- 1. Social Media Management:**
  - Manage and grow MCEC's social media presence across platforms (e.g., Facebook, Instagram, LinkedIn).
  - Create engaging content, monitor interactions, and analyze performance metrics to improve strategy.
- 2. Content Creation:**
  - Develop, write, and edit content for various platforms including website, newsletters, press releases, social media, and promotional materials.
  - Ensure all content aligns with MCEC's brand and message.
- 3. Media Relations:**
  - Assist in drafting press releases and media advisories.
  - Maintain and update media contact lists.
  - Support MCEC's media outreach efforts by pitching stories and coordinating interviews.
- 4. Event Support:**
  - Assist in planning and promoting events.
  - Create and distribute event-related communications.
  - Support on-site event activities as needed.
- 5. Internal Communications:**
  - Support the development of internal newsletters and updates.
  - Assist in communicating MCEC news and updates to staff and stakeholders.
- 6. Administrative Support:**
  - Maintain organized records of communications activities.
  - Assist with scheduling, meeting preparations, and other administrative tasks as required.

## Relationships

Reports to: Director of Communications

## What We Offer

We offer a competitive benefits and pension plan, support professional development and continued learning, and provide the necessary tools required to perform the role.

## Hiring Statement

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. As such, accommodations are available on request for candidates taking part in all aspects of the selection process.

## Start Date and Salary Range

The start date for this position is scheduled for fall 2024.

The salary range for this position is \$23,500 – \$25,000.

## Application Process

Interested candidates should submit their cover letter and resume to Laurie Castello, Operations and Finance Director, [hr@mcec.ca](mailto:hr@mcec.ca).

MCEC thanks all candidates for their interest; however only those applicants selected for an interview will be contacted.