

## Communications Assistant

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

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### About Mennonite Church Eastern Canada

Mennonite Church Eastern Canada is a diverse community transformed by the love of God, inspired by the hope we find in Jesus and called to action by the power of the Holy Spirit. We believe that God is calling MCEC to be an Anabaptist Mennonite church, a covenanted partner in Mennonite Church Canada and Mennonite World Conference. This is a continuation of a historic tradition that emphasizes that Jesus is the centre of our faith, community is the centre of our life and reconciliation is the centre of our work. As a community of congregations, we seek to join God's mission in the world, encouraging all to respond to God's gift of love revealed in Jesus, as described in scripture.

At MCEC, you will connect with a dynamic group of colleagues and church leaders across Ontario, Quebec and New Brunswick. MCEC's community of 106 congregations worship in 20+ languages and embraces diverse worship practices and theological perspectives within the Mennonite-Anabaptist tradition. MCEC staff team members come from different walks of life and bring diverse perspectives, yet they are united in their passion to see churches thrive as they follow Jesus.

More information at [mcec.ca](http://mcec.ca).

### Role

The Communications Assistant will support the development and implementation of communication strategies to enhance Mennonite 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
- Strong written and verbal communication skills in English required; ability to communicate in French is an asset
- Proficiency in social media platforms and content management systems with knowledge and experience in online design platforms like Canva
- Familiarity with email-marketing software services like MailChimp
- 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. **Communications:**

- Support the development of newsletters and updates
- Assist in communicating MCEC news and updates to constituency and staff
- Incorporate engaging storytelling techniques to highlight impactful narratives and connect with audiences

3. **Content Creation:**

- Develop, write, and edit content for various platforms including website, newsletters, press releases, story features, social media and promotional materials
- Ensure all content aligns with MCEC's brand and message

4. **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

5. **Event Support:**

- Assist in planning and promoting events
- Create and distribute event-related communications
- Support on-site event activities as needed

6. **Administrative Support:**

- Maintain organized records of communications activities
- Assist with scheduling, meeting preparations and other administrative tasks as required

## **Relationships**

Reports to: Communications Director

## **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**

Flexible start date; based on the candidate's availability.

The starting 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.