

## **POSITION AVAILABLE**

### **Manager of Communications**

Our church is looking for a self-motivated manager with the expertise to lead both internal and external church communications. The ideal candidate will be a dedicated Christ-follower who is eager to tackle the challenges of developing engaging content that builds brand recognition and generates buzz about our mission, ministry initiatives and opportunities. This person will be skilled at creating content that reaches members of both the church and wider community. The ability to communicate creatively and effectively in oral, visual digital and written media is a must.



This posting is currently envisioned as a permanent, part-time (0.6 FTE) position. Salary will be commensurate with the successful candidate's qualifications and experience.

### **Responsibilities Include**

#### **Leading by:**

- Helping to shape and convey God's compelling vision for our church in support of the Senior Pastor and Elders Leadership Board
- Creating strategies and processes that easily and understandably carry the message of our church to one another and to others
- Creating means whereby lessons and experiences of God from Sunday morning services can be remembered and reinforced to members of the congregation throughout their week
- Developing and implementing a recognizable process for our Discipleship Path across all age groups
- Developing and implementing ways to encourage frequent and effective uses of digital resources such as Right Now Media within the congregation
- Bringing our vision to all areas of ministry and operations in conjunction with other staff

#### **Managing by:**

- Manage on-going communication flow including, church bulletins, printed brochures, website management, mass e-mails, church calendar, video communication, promotions, advertisements, and general announcements
- Coordinating story-telling, video, testimonies, sharing components on Sunday mornings, in conjunction with the Worship Pastor
- Coordinating weekly take-home (reflection) ideas, activities and materials, in conjunction with weekly Service Planning Teams and the Worship Pastor
- Coordinating the WIN ministry (Welcome, Introduce, Network) including welcome and on-boarding of new attendees in conjunction with the Office Manager and Pastoral Staff

### **Ideal Qualifications Include:**

- Self-starter, strong initiative and ability to self-organize with minimal supervision
- Highly organized with the ability to manage multiple projects simultaneously
- Proven oral and written communication skills
- Advanced website management skills (web design and content management)
- Advanced design and graphics capabilities (such as CANVA, Photoshop, Adobe Illustrator, etc.)
- Advanced skill with social media applications including Hootsuite, Mailchimp, WIX, etc.
- Skills working with video and multimedia would be an asset

- Ability to lead, manage and equip volunteers
- A servant-heart
- Dependable
- Flexible schedule (some evenings and weekends required)
- Ability to work with, and contribute to a team
- Be willing to join us (i.e. become a participating member of Forest Brook Community Church)

Thank you for showing an interest in this exciting and growing position at Forest Brook. If God is speaking to you about this possibility, we'd love to talk with you! Please send your cover letter and resume, before Monday, November 12<sup>th</sup>, 2018 to:

Kevin Armstrong  
Senior Pastor  
Forest Brook Community Church  
60 Kearney Drive  
Ajax, ON L1T 4N2  
E-mail: [kevin.armstrong@forestbrook.ca](mailto:kevin.armstrong@forestbrook.ca)