

*We exist to be good news to our neighbours
and beyond by practicing the way of Jesus.*



ST. ALBERT
ALLIANCE CHURCH

Position Posting

Position:

Communications Coordinator

Closing Date: When position has been filled

Type: Full Time (37.5 hours per week, One-Year Contract)

Purpose

St. Albert Alliance Church (StAAC) is searching for a collaborative and creative Communications Coordinator to join our team for the next year. Reporting to the Ministry Support Pastor and working with the ministry support teams alongside many of StAAC's ministries, the Communications Coordinator will help the Church to effectively share information about the Church and the Gospel in St. Albert and beyond.

The primary duties of the Communications Coordinator are to:

- Proactively develop strategies to clarify and communicate the weekly messaging of the church, in partnership with leadership and ministry leaders.
- Lead efforts to design art and promotional materials related to church-wide activities with a high standard of creativity, excellence, and effectiveness.
- Enlist, equip, and encourage qualified volunteer teams to accomplish communications goals.

Qualifications

- A committed disciple of Jesus and able to become a member of St. Albert Alliance Church.
- Experience in graphic design, web maintenance, and social media marketing.
- Excellent written, verbal, and interpersonal skills.
- Experience in photography and videography is an asset.
- Experience with Subsplash, Adobe Suite, Meta Business Suite, Sermon Shots, Planning Center and Canva is an asset.
- Ability to multi-task and prioritize work.
- Strong organizational and planning skills.
- Criminal Records Check, Child Intervention Record Check, valid Alberta Driver's License and access to a reliable vehicle.

The Communications Coordinator role is a full-time (37.5 hours per week) position with benefits and a one-year contract term.

To apply for this position, please submit resumes and design portfolio to David Holzmann (Ministry Support Pastor) at David@staalliance.org