

**Assistant to the Minister: Church Operations,
Mission and Communications
Knox Presbyterian Church Ottawa**

Knox Presbyterian Church in Ottawa is seeking applicants for a half-time (20 hrs/week) paid position as an Assistant to the Minister in the areas of Mission and Church Operations.

GUIDING TASKS AND DUTIES:

Mission and Community Service

- Assist the Minister in researching, defining, initiating and managing mission and community service activities.
- Assist the Minister in coordinating present and potential mission-focussed ministries of Knox.
- Liaise as required with those involved as Knox or community volunteers on missional and community service activities of the church.
- Replace the Minister from time to time as required in participating in missional and community service activities, or in private, group or communication functions.
- Assist the Minister in recruiting and training Knox and community volunteers for mission and community service activities.
- In general, undertake supporting functions to maximize effectiveness of the Minister and other persons at Knox engaged in mission and community service activities.

Communications

- Assist the Minister in strategically using the Knox website, social media, and other communications channels to serve the Knox congregation, and establish cooperative relationships with the Ottawa centretown community, and the larger Ottawa community.
- Assist the Minister in a coordinating capacity for Sunday Worship planning, particularly with media technology expansion.
- Assist the Minister in recruiting, training and coordinating volunteers for enhancing present and future digital ministry at Knox.
- In general, assist the Minister in support for church employees and committee members responsible for Knox premises and finances.

General

- Support the Minister as needed and directed with any task associated with the operations of the church, consistent with the mandate of Session and Temporal Board and other committees, and in accordance with the Knox Act and by-laws.

Desirable Skills, Knowledge and Experience

- A commitment to Christian mission, outreach and community support
- Proven and successful experience in offering leadership with digital communications
- Familiarity with downtown Ottawa, including spiritual and social concerns
- Ability to communicate well, both orally and in writing
- Demonstrated leadership capacity, particularly in working with volunteers
- Experience in contributing to the management of a church or comparable organization
- Appreciation of Presbyterian & Reformed theology, though ordination is neither an expectation or requirement

Accountability

- The successful applicant will be accountable directly to the Minister of Knox, and offer periodic written or in-person reports to the Elders of Session.