

1792 Townley Street, Victoria, BC, V8R 3A7 | 250 592 1821 | www.victoriaalliance.ca | office@victoriaalliance.ca

**Summer Communications Coordinator**

**Term: 8 Weeks (exact dates to be negotiated, between June 6 – September 4)**

**Hours: based on 35 hrs/week**

**Rate: $16.50/hour**

**Days: While the work days can be flexible, on site presence is required Sunday mornings.**

**Location: while some on-site work is required, this job could be primarily remote**

**Special note: *This job is created in line with Canada Student Employment grants, and therefore all applicants must be between 15 – 30 (we require 19+) years old at the beginning of the work commitment.*** *We place great value in diversity and developing young leaders at VAC. Preference will be given to the applicant who demonstrates strongest compatibility and for whom this position would give the greatest hand up in the journey of their career, which includes those who are underrepresented in church leadership and ministry roles.*

The primary function of the Summer Communications Coordinator is to, under the supervision of our Associate Pastor, oversee all the social media, website, and email communications for Victoria Alliance Church. As this role serves the mission of Victoria Alliance Church, it is understood that it will be carried out in a manner that models a Christ-centered, Spirit-empowered life on mission to make Jesus known.

Duties typically support these key functions for Victoria Alliance Church, specifically:

1. to maintain a consistent **social media presence** in accordance with our communications plan that serves to engage our followers in our mission
2. to **develop content** for our website that is helpful, engaging, and supports our mission
3. to create and distribute a **weekly email** newsletter
4. to connect all of our digital platforms through **unified messaging** of our services
5. to **curate online content** that we can endorse, archive for future use, and share in line with our vision, mission, and core values
6. to explore the viability of **new and emerging social platforms** and determine their suitability for our content and context
7. to **work within a team** and provide support to other teams members or duties as required.

The Summer Communications Coordinator will report directly to the Associate Pastor.

* Alignment with the vision and mission of Victoria Alliance Church and with our values of Trust in God, Gathering, Community, and Missions.
* Strong communication skills, demonstrated through positive interactions with both an in person and online community.
* A servant-minded work ethic practiced within the rhythm of weekly Sabbath.
* A digital native with confidence and corresponding skill in general computing skills. Familiarity with Facebook, Instagram, TikTok, YouTube, Canva, Ascend (formerly ChurchOS), and Google based applications is an asset. Strong keyboarding skill is a must.
* Command of the English language in both spoken and written contexts.
* An individual who champions the accomplishments of the ministry team, however is comfortable working on their own for much of the time. Initiative, ability to take direction, follow through, improvisation, and self-evaluation will be consistent assets in the role.
* Communications and Digital Graphic Design training +/or experience.
* The most highly coveted quality will be that of a teachable spirit and a desire to serve others.

Our desire is to glorify God by becoming a Christ-centered, Spirit-empowered church – making Jesus known among us, around us, beyond us.