



Experience New Life with Jesus!
west meadows

CHURCH HISTORY

Our church began in 1962 with the start of a Sunday School. In 1963, the congregation formally organized as *Meadowlark Baptist Church* in the west end of Edmonton. God blessed our ministry through the years and in 1993 the congregation relocated further west alongside the Anthony Henday Drive under the new name *West Meadows Baptist Church*. In recent years, we have experienced a steady growth among young families and are committed to being disciples who make disciples. Our heart for God and others inspires us to effectively engage and serve our surrounding community of Lewis Farms. Today, we strive to accomplish this through our in-person ministries as well as intentional online ministry.

Our past is the story of godly pastors and people who laboured to bring the gospel message to our community and world. We praise the Lord for our biblical heritage and the dedicated people who planted and established our congregation. We are one of 400 churches associated with the North American Baptist Conference. You can find us online at: westmeadows.org

WHY DO WE EXIST?

*To invite people to experience
New Life with Jesus
by living out His grace,
truth, and love.*

WHAT DO WE VALUE?

- *We are welcoming...*
- *We are faithful...*
- *We are unified...*
- *We are engaged...*

COMMUNICATIONS ASSISTANT

The Communications Assistant helps people stay connected to the life and mission of the church by ensuring communication is clear, accessible, and engaging across digital platforms and the media that support our weekly gatherings. This role is not simply about producing graphics, emails, or slides, but about helping people know what is happening, where they belong, and how they can experience New Life with Jesus. Through careful execution and creative support, this role enables ministries to communicate effectively and ensures that important messages engage the right people at the right time.

DUTIES & RESPONSIBILITIES

Digital Presence

Maintain the church's digital platforms and basic online presence.

Responsibilities may include:

- Creating and scheduling social media content.
- Updating the church website with current ministry and event information.
- Managing updates within the Church Center app.
- Preparing and distributing the church's weekly email newsletter.

Service & Event Media

Produce graphics and media that support weekly worship services and ministry events.

Responsibilities may include:

- Building weekly sermon slides from provided content.
- Creating and maintaining miscellaneous announcement slides.
- Designing graphics for ministry events and sermon series as able.

EDUCATION & EXPERIENCE

- High School diploma or equivalent is preferred.
- Experience in graphic design, social media management, or communications is preferred.
- Comfortable working independently at a computer for extended periods, managing multiple projects and deadlines.
- Able to work independently with minimal supervision, demonstrating good problem-solving and prioritization skills.
- Maintain a positive attitude and servant's heart regarding your job and the people you serve.
- Comfort with graphic design software and basic photo/video editing tools is an asset.

RELATIONSHIPS

- Reports to the Operations Coordinator.
- A personal commitment to knowing Christ better through regular time in His Word, personal prayer, and Christian community.
- A personal commitment to all members of the Pastoral and Administrative Staff, Ministry Leaders, the Elders, and corporate mission, vision, and values.
- Meet the qualifications of membership at West Meadows Baptist Church.
- Submit to the Plan to Protect Child Protection Policy, which includes a Criminal Records Check.
- Attendance at West Meadows Baptist Church is expected except in extenuating circumstances to be discussed with your supervisor.

Please prayerfully submit a cover letter and resume to: resumes@westmeadows.org

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted and provided with a complete job description.