



"Central, a large, ethnically diverse, multi-generational church in the heart of the Niagara Region, is hiring a Communications Coordinator to serve in our communications department! We're looking for someone organized, creative, and passionate about planning events that bring people together and support the mission of the church. We are seeking a Communications Coordinator who can join our team!"

WHAT YOU WILL DO:

As a Communication Coordinator, you'll help bring Central's message to life across digital platforms and in-person experiences. You'll support social media, web updates, and creative content production, while also helping to coordinate communication workflows and volunteer teams. Working closely with the Communications Director, you'll play a key role in ensuring our messaging is clear, consistent, and aligned

- **Social Media Management**
 - Oversee and manage social media presence for Central Community Church while supporting partnership efforts with Community Crew and Central Niagara through consistent, inspiring content
 - Develop and implement Sunday social media strategies
 - Build and coordinate volunteer teams to support social efforts on Sundays and Wednesdays
 - Organize and maintain a social media calendar for all organizations
 - Manage and upload digital content to websites
 - Support development of engaging, mission-aligned content including celebration, inspiration, and informational posts - through copy, visuals, and video
 - Edit and publish YouTube thumbnails and other visual content as needed
 - Establish and grow Community Crew's social presence with informative and inspiring content
 - Maintain consistent and current social media presence for Central Niagara
- **Communication Support**
 - Assist the Communications Director with systems for managing communications requests across web, email, print, graphic, and social channels
 - Manage calendars, prepare documents, and coordinate time-sensitive design needs
 - Liaise with assigned departments to collect information needed for communications and creative projects
 - Support project management efforts involving external contractors and designers
 - Use tools like Trello, ClickUp, and Typeform to track and manage tasks and project workflows
- **Video & Photography**
 - Build and coordinate volunteer teams and/or external contractors to capture video and photography content
 - Edit and organize video and photo content for internal and external use
 - Create thumbnails and light graphic assets for digital platforms
- **Creative & Event Support**
 - Provide creative writing support for social media, video scripts, website content, organization-wide emails (via Mailchimp), and announcements
 - Assist the Experience Team during Sunday services and major events such as Easter, Christmas, Baptism, and Volunteer Appreciation
 - Be willing to present on camera, assist with set design, or help with live hosting as needed
- **Partnering & General Responsibilities**
 - Approach day-to-day work with a flexible and positive attitude
 - Perform other duties as assigned by your reporting manager
 - Attend all staff and department meetings



WHO YOU ARE:

- A person with a post-secondary diploma or degree in Communications, Marketing, Digital Media, or a related field, or equivalent experience in a church or nonprofit setting
- Skilled in Adobe Creative Suite, video editing, and photo editing
- Organized, detail-oriented, and able to build and work within strong systems
- A collaborative team player who draws creatively from others and helps build volunteer teams
- A self-starter who takes initiative and manages multiple deadlines with composure
- A continuous learner who seeks to understand the purpose behind their work and grows in their role
- Excellent interpersonal and communication skills, comfortable working across departments and with diverse groups
- Reliable, dependable, and have a strong work ethic
- Aligned with Central's culture of high excellence and authenticity of heart
- Flexible and adaptable, willing to assist with events and live hosting as needed

WHY YOU WANT TO JOIN US:

- A competitive salary range of \$20 to \$24 per hour.
- The ability to impact and transform lives.
- Amazing team dynamic that is both highly motivated and passionate.

WHAT YOU CAN EXPECT FROM US:

- A competitive salary including a minimum of 2 weeks of vacation and medical benefits after the probationary period.
- Amazing facilities to foster unforgettable experiences,
- Regular personal growth and leadership development opportunities,
- The support of the entire staff in seeing people connect to God and to each other!

If you are interested in this position, please email your resume to hr@centralcc.ca.

Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us – www.centralcc.ca