

Job Description – Communications Associate

Anticipated Start Date: May 12, 2025

Description

The United Church of Canada is seeking a student to fill the role of Communications Associate in the Eastern Ontario Outaouais Regional Council for a period of 8 weeks from May-July 2025. The job will be 35 hours a week during this 8-week period. While we are hoping to start on May 12, the exact start date is flexible. This role has received funding through the Canada Summer Jobs program. For details on eligibility for this program, please click [here](#).

The United Church of Canada is a Christian community of faith and hope, called to celebrate God's presence and to love and serve others. We act in cooperation with others for peace, justice, care for creation, and the healing of the world.

Within the United Church, the Regional Council, as part of the wider United Church of Canada, is a decision-making body responsible to serve and support communities of faith within its bounds, and provide necessary oversight. The Eastern Ontario Outaouais Regional Council is composed of all ministry personnel within its geographic bounds, ministers of denominations within mutual recognition agreements while under appointment or call, and lay members elected by the communities of faith, respecting the balance of lay and ministry personnel where possible. They support congregations and communities of faith, and numerous other ministries including camps, youth and young adult work, leadership development and new ministry initiatives. They focus on providing services that assist church personnel and maintain good relationships between congregations and personnel. They also provide staff, finances, advice, advocacy, and program resources to ministries to enhance their work, and support the work of General Council.

The United Church of Canada will be celebrating its 100th anniversary in June 2025. The Eastern Ontario Outaouais Regional Council is planning a large celebration for this important milestone. The Communications Associate will help other staff to promote this event, and will be available as a resource to help the planning team in some administrative work around the event. The Communications Associate will also be involved in other important projects, as outlined below.

About the Role of Communications Associate

The Communications Associate will support the permanent Communications Assistant in planning and carrying out communications and administrative tasks for the Eastern Ontario and Outaouais Region of the United Church of Canada. In May and early June, an important part of the job will be helping to carry out plans for a large event celebrating the 100th Anniversary of the United Church of Canada. In late June and July, the Communications Associate will work with the Communications Assistant on in-depth projects such as website reorganization and the creation of a new communications strategy. This will include engaging with seniors in the region. As the region has been offering more services virtually, we want to make sure that

these services are accessible to seniors with lower technological skills as well as seniors who are very comfortable with technology. The Communications Associate will benefit from regular mentoring and clear direction in projects. The Associate will also have the opportunity to pursue one or two projects of his/her/their own choosing, within the field of United Church communications.

1. **Communications (50%):** Working in collaboration with the permanent Communications Assistant, support the Regional Executive Minister and Regional Council in building a cohesive social media and online presence. This includes analyzing social media effectiveness, promoting events, maintaining online platforms, engaging audiences, handling media relations, and communicating with volunteers and Ministry Personnel. Additionally, it involves gathering and distributing information to ensure timely and effective regional communication. The Communications Associate will work to support networks, such as the Refugee Network and Indigenous Righting Relations Network, in their communications work. The Associate will help to create a strategy for promoting Affirming Ministries (Communities of Faith which are intentionally welcoming and committed to being safe spaces for LGBTQ+ individuals.) The Associate will assist in developing a regional Communications strategy for Faithful Footprints, a program which helps Communities of Faith to lower their greenhouse gas emissions through energy-efficiency grants. The Communications Associate will also help in promoting a new GIS-Map tool. Finally, the Associate will work with seniors in the region, focusing particularly on seniors who are newer to the technologies currently used in the church. The Associate will work to make our communications accessible to all seniors, including those who are less comfortable with virtual communications.
2. **Centennial + AGM (30%):** Support the Centennial Planning Team in communication, event planning, and logistical administration around the United Church of Canada's 100th anniversary event in June, as well as the adjoining Annual General Meeting. This will include creating surveys and web pages, designing emails, and collaborating with the permanent Communications Assistant in creating and executing media strategies. Please note that the person hired will need to be available on Saturday June 14th and Sunday June 15th.
3. **Administration (20%):** Assist the permanent Communications Assistant in her responsibilities, including maintaining accurate contact databases, supporting event logistics and registration, participating in staff activities, and collaborating with Communications Assistants across other regional councils.

Qualifications

- High school diploma
- Studying at a post-secondary level in communications, administration or an adjacent field, or has work experience in these areas.
- Proficiency with current social media platforms (Facebook, Instagram, X, etc.) together with working knowledge of web production and social analytics;

- Strong computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, WordPress, and other social media and online platforms;
- Solid administrative, planning and organizational skills, priority setting together with effective time management and follow through skills;
- Excellent communication skills, verbal and written, including proof-reading in English; similar skills in French would be an asset.
- Attention to detail and accuracy is essential together with problem-solving and analytical skills;
- The ability to work independently as well collaboratively as part of the team;
- Flexibility to effectively deal with changing situations or priorities together with the ability to handle multiple projects simultaneously;
- Knowledge of life and work of The United Church of Canada or experience working in a similar faith community is an asset;
- Alignment with the vision and values of The United Church of Canada – respect, integrity, passion and diversity;
- Motivated self-starter capable of identifying needs; and
- Initiative, good judgment, tact, discretion, resourcefulness, and creativity in problem solving

Working Conditions

The United Church of Canada has adopted a hybrid workplace model and thus providing flexibility for this position. This position is a full-time deployed position that will require the employee to work from home and to travel to meetings from time to time. In-person meetings with the supervisor will be held at Kanata United Church in Kanata, Ottawa. Collaboration and partnership with regional council staff will be key. Sitting and viewing a computer screen for long periods, keyboarding/using voice recognition software, intermittent physical activity including sitting, standing and being on the phone for long periods of time will be required. Travel within the region and occasional evening and weekend work will be required. As part of our ongoing commitment to Accessibility, The United Church of Canada will provide assistance to employees who request accommodation throughout their employment with United Church of Canada, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.

Compensation

The position will be paid at \$25 an hour for a period of 8 weeks over the summer.

Applications

Please send your CV and cover letter to Rev. Natalie Matkovsky (nmatkovsky@united-church.ca). You may also contact Rev. Matkovsky with any questions about the position. Applications must be submitted by April 30, 2025.