

# Communications Coordinator Job Description

## Affirm United/S'affirmer Ensemble

The Communications Coordinator fills a vital role in the life of Affirm United/S'affirmer Ensemble (AUSE). They are responsible for coordinating the ways AUSE communicates officially with its members and the public. The coordinator also resources AUSE to develop communications strategies and/or goals for AUSE, and provides effective vehicles for communication such as web, email, social media, and print.

This is a fee-for-service contract role. The Communications Coordinator will be paid \$30/hr for up to 20 hours per week. As an independent contractor, they will supply their own business tools.

### **This position is responsible for:**

#### **1. Relationships and contacts**

1. Promotion of special events (annual conference, PIE Day, etc.)
  - i. Supporting the promotion of the event in consultation with event organizers.

#### **2. Contact management:**

- i. Working with the Membership Coordinator, to update contact lists stored in Mail Chimp etc. for individual members and Affirming Ministries.

#### **3. Communicating with United Church of Canada.**

- i. Working with the staff liaison in the General Council Office

- ii. Receiving Affirming Ministry Annual Reports, updated contacts and photos.
- 4. Communicating with AUSE Council and Executive
  - i. Reporting to Council;
  - ii. checking in with Executive as needed for approval or feedback around emerging needs.
- 5. Communicating with Affirm United Individual Members & Affirming Ministries.

- i. Produce an Annual Report:
- ii. Produce at least five Newsletters throughout the year.

## 2. Content & Media Management

- 1. Website management:
- 2. Newsletter production:
  - i. Collecting stories from Affirming Ministries and social media
  - ii. Writing, editing, and distributing.
- 3. Social media management.
  - i. Manage the AUSE Facebook Group and Facebook page,
    - 1. Post relevant events and news.
    - 2. Respond to problematic Facebook posts.
      - a. Either delete or respond to the specific post.
    - 3. Post on the United Church of Canada Facebook Groups.
    - 4. Keep in contact with clergy allies who are monitoring the Below Average Minister's group.
  - ii. Establish an Instagram Presence
- 4. Photo management:
  - i. Seek out and manage photos to support all our media.
- 5. Establishing and managing a G-Suite system for AUSE Council

i. Currently setting up a recently purchased  
a G-Suite membership

**3. Support for the Affirming Ministry Program**

1. Communicating with the Oversight Affirming Ministry Coordinator
2. Affirming Ministries:

i. Establish relationship with newly certified  
affirming ministries.

ii. Logo management:

**The ideal candidate would:**

1. Possess a knowledge of Affirm United and its mission.
2. Possess a passion for helping Affirm United communicate in ways that advance its mandate and mission.
3. Be familiar with social media, especially Facebook and Instagram.
4. Be flexible and pragmatic (and patient, when the pace of work/change can be very slow)
5. Enjoy working with people to achieve common goals.
6. Be an excellent communicator (written and spoken) who can motivate others.
7. Be able to communicate in both English and French (not a requirement).
8. Be familiar with publishing/writing/editing a newsletter.
9. Be familiar website development and maintenance.
10. Possess a deep knowledge of anti-oppression concepts.
11. Possess a deep knowledge of LGBTQIA+ and Two-Spirit justice issues.
12. Have a good understanding of the United Church's ethos and structure.
13. Be a self-starter able to work on your own.
14. Be able to reach out for help when needed.

**To Apply**

Interested applicants are invited to submit their resume directly to [ausecochair@gmail.com](mailto:ausecochair@gmail.com).  
Deadline is March 2.

Date Created: February 1, 2020