

CHRIST CHURCH CATHEDRAL, VICTORIA

Ministry Description

<i>Position Title:</i>	Communications Officer
<i>Purpose of Position:</i>	The Communications Officer promotes awareness of the mission and activities of the Cathedral both internally within the parish and diocese, and externally to the wider community. He or she seeks out opportunities to enhance the Cathedral's external profile through conventional and digital media, and works both proactively and in response to internal requests for assistance in disseminating information about parish life.
<i>Supervisor:</i>	Day to day supervision provided by the Dean, or as delegated to other senior staff.
<i>Key Working Relationships:</i>	Dean and clergy, Parish Administrator, Director of Music and Chair of Music Committee, Chairs of Stewardship and Friends of the Cathedral, Coordinator of Stewards; diocesan Communications Officer
<i>Duties and Responsibilities:</i>	<ul style="list-style-type: none">• Creates, for approval by the Dean and Wardens, and executes an annual communications plan for the Cathedral• Promotes the work of the Cathedral through press releases, media advertisements, print, broadcast and digital platforms• Maintains and refreshes Cathedral web sites• Manages the Cathedral's social media presence• Is responsible for producing and updating internal communications, including the weekly e-newsletter, "In Touch" print circular, posters, brochures, etc.• Provides or arranges for high quality creative graphic design• Participates fully in all related administrative functions, including staff meetings and assisting volunteers and parishioners to decide upon communication strategies• Photography and maintenance of a digital gallery of photographs for use in communications• Advises and supports the Dean in maintaining and enhancing the Cathedral's public profile and presence• Builds and maintains relationships with print and broadcast media in the Capital Regional District• Liaises with diocesan and national church Communications offices
<i>Complexities of Position</i>	The Communications Officer must be able to hold daily, weekly, seasonal, and annual cycles of work in balance. In addition to routine tasks, the incumbent must frequently work to deadline, while dealing with unexpected or emergent developments. Occasional weekend work is required. The ability to manage confidential information is essential, as is the ability to work with volunteers.
<i>Qualifications</i>	<ul style="list-style-type: none">• A minimum of five years' experience in public communications, with a related diploma or degree• Excellent writing and editing skills• Record of a proactive stance towards public communication and media relations• Proficiency in MS Office Suite and relevant graphic design programs, e.g. Adobe InDesign and Photoshop• Capable graphic designer with an eye for superior visual display• Comfort and proficiency using social media, including web site maintenance and design (Church OS platform)• Attention to detail• Knowledge of the Anglican Church is an asset

Terms of Employment:

This is a 0.6 FTE position, and affords some flexibility in work hours, though the incumbent would ordinarily be expected to be on site at least four days per week. Occasional overtime may be required, and is ordinarily compensated by time off in lieu. A competitive compensation package including pension and full benefits, in accordance with diocesan policy.