

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. They seek out opportunities to enhance the Cathedral's external profile through digital and conventional media including video, audio, online and print. The Communications Officer works both proactively and in response to internal requests for assistance in disseminating information about parish life. They hold responsibilities for the Cathedral communications, working with and through staff, independent contractors, and volunteers.
<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, administrative staff, the Director of Music, Chair of Stewardship and relevant diocesan staff.
<i>Duties and Responsibilities</i>	<ul style="list-style-type: none">• Creates, for approval by the Dean and Management Team, and executes an overall communications strategy and annual communications plan for the Cathedral• Promotes the work of the Cathedral to internal and external audiences through digital and social media, press releases, advertising and broadcast media• Oversees cathedral live streaming including paid and volunteer technicians, and including recruiting, training and scheduling as well as hands on production when required• Oversees and may contribute to production of internal communications, including the weekly e-newsletter, posters, brochures, and conceives and produces short audio/video program pieces• Manages and develops Cathedral website• Maintains and develops the Cathedral's social media presence• Makes written contributions to all media platforms• Provides or arranges for high quality creative graphic design for video and audio production and post production services• Photography and maintenance of a digital gallery of photographs for use in communications• Participates fully in all related administrative functions, including staff meetings and assisting volunteers and parishioners to decide upon communication strategies• Advises and supports the Dean in proactively maintaining and enhancing the Cathedral's public profile and presence• Liaises with diocesan and national church Communications offices• Builds and maintains relationships with print and broadcast media in the Capital Regional District• Seeks and establishes other communications-related collaborative relationships, e.g., with Tourism Victoria and not-for-profit agencies
<i>Complexities of Position</i>	The Communications Officer must be able to bridge both new and traditional media modalities. It is essential to 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 deadlines, while dealing with unexpected or emergent developments. Weekend work is often required. The ability to manage confidential information is essential, as is the ability to work with volunteers.

Qualifications

- 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 working in a PC environment, including MS Office 365 and Sharepoint
- Capable graphic designer with an eye for superior visual display, and experience with relevant graphic design programs, e.g., Adobe InDesign, Photoshop, Canva
- Proficient video and audio production skills and familiarity with livestreaming and video editing software
- Comfort and proficiency using social media, including web site maintenance and design (Tithe-ly/Ascend, HootSuite)
- 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 and available for portions of at least 3-4 days per week on a regular agreed upon schedule. Occasional overtime may be required, and is ordinarily compensated by time off in lieu. A competitive compensation package including pension and a defined benefits plan is provided in accordance with diocesan policy.

The successful applicant will be required, at the employer's expense, to submit a satisfactory police record check, and to complete Safe Church and any other required training as conditions of continuing employment.