

MEDIA AND COMMUNICATIONS COORDINATOR

Get to Know Us:

Northwest Barrie United Church is a vibrant faith community in Barrie. We are an affirming church that welcomes all citizens, seeking to nurture and support everyone's unique faith journey. We offer traditional and progressive worship services via in-church and online formats; and, we provide a multitude of programs and events for our congregation as well as community outreach. We are searching for a person who is open, inclusive and engaging who can be the face of the church online.

The Role:

Northwest Barrie United Church is currently seeking a talented multimedia coordinator to be our **Media and Communications Coordinator (MCC)**. This is a hands-on technical and creative position that coordinates the many varied aspects of our weekly worship service, including but not limited to the following functions:

- Recruits, trains and works with members of the congregation
- Creates the visual presentation for the weekly Sunday service
- Manages the website and social media accounts
- Manages audio and visual technology components including live streaming each Sunday and for special events including specials services, weddings and funerals

Key Qualifications:

The ideal candidate is enthusiastic, proactive, and works well both independently and as part of the worship team. They are excellent communicators, with strong written, verbal and interpersonal skills.

- Excellent time management skills
- Ability to connect and communicate with members of the congregation
- Previous experience in a church environment will be an asset
- Familiarity with MS Office, G Suite, social media platforms, online file sharing applications, etc.
- Website maintenance using WordPress preferable
- Familiarity with creating and implementing social media plans
- Knowledge of video production using OBS, digital audio and video and other sound equipment

The MCC is a valuable staff member and is accountable to the Unified Board of the church through the Ministry and Personnel Committee. Salary range starts at \$22.00 an hour working for 10 hours per week with two weeks annual paid vacation with a 6-month probation period. Proof of minimum double vaccination is required. The MCC must be available every Sunday to oversee worship service production. During the week work can be completed remotely or at the church. Meetings with the Worship Team will be required at times during the week.

Application Process:

As an affirming church, Northwest Barrie United Church is committed to equity, diversity and inclusion. This position requires a person to walk up and down stairs and is not accessible to persons with wheelchairs.

The Application deadline is open until a candidate is found. Please include a cover letter and resume in your application. We thank all candidates for their interest, however, only those selected for an interview will be contacted.