



Evangelical Missionary  
Church of Canada  
Following Jesus Together

## Position Profile

### Communications Manager

**Position Status:** Part-Time (20-24 hours per week)

**Immediate Supervisor:** EMCC President or designate

**Position Start Date:** February 1, 2022

**Compensation Package:** Compensation will be in accordance with EMCC salary guidelines.

### Position Summary

The Communications Manager will be responsible for managing EMCC internal and external communications, including our EMCC resources. This role includes oversight of our Communications Projects Coordinator and Communications Editor.

### Position Expectations

The Communications Manager is expected to operate as part of and in cooperation with the EMCC National Team. This includes:

- Understanding and living a lifestyle reflective of the ways of Jesus.
- Adhering to the standards of the EMCC Employee Handbook.

### Position Qualifications

- Experience and formal training in strategic communication planning and execution including:
  - Designing and executing communications campaigns that span an array of channels and audiences.
  - Strong brand messaging development, brand management and ambassadorship.
  - Solid command of digital and social media communication best practices including online reputation management.
- Possess strong relational, verbal and written communication skills.
- Base level issues and reputation management experience, with confidence providing consultation to leadership teams.
- Able to work remotely on a team; organize and complete multiple tasks simultaneously.
- Able to work independently with strong experience in project management.
- High level of integrity, servant-heart and efficient, flexible work ethic.
- The following areas of experience will be considered an asset:
  - Familiarity with EMCC language and ethos.
  - Experience in church and/or non-profit world.
  - Familiarity with Salesforce, Dropbox, Constant Contact
  - Change management communications
  - Media relations and/or media training
  - Familiarity with Adobe Creative Suite

### Position Responsibilities

- Provide overall direction and management to the development and advancement of EMCC's communications strategy.
- Provide oversight and management to our Enrich Resource Center - where we provide relevant resources and networking to our leaders and constituents.

- Provide oversight to website, EMCC Connected online events and other media platforms.
- Supervise the Communications Projects Coordinator and Communications Editor.
- Provide input on public relations matters from a communication perspective.

**Acknowledgement**

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Due to the fact that we are a small organization, employees may be asked to perform other duties and tasks as required to meet the needs of EMCC.

All interested applicants send cover letter and CV to [communications@emcc.ca](mailto:communications@emcc.ca). Resumes should include references with contact information. Applications will be received until December 23, 2021.