



JOB POSTING: Communications and Office Coordinator (part time)

Eastside United Church, Regina, Saskatchewan

Position Description

[Eastside United Church](#) is a progressive spiritual community and an Affirming Ministry of The United Church of Canada, located in east Regina. The Communications & Office Coordinator provides administrative support to the Minister and congregation at Eastside by developing and maintaining communications initiatives, collecting and managing information to support Eastside programs and handling office tasks,.

The ideal candidate will be a multi-tasker with excellent communication skills, an upbeat attitude and experience in office coordination, proficiency to use a variety of communication tools including social media.

Essential Functions:

- Compile content for, create and/or manage communications, including: congregation web site, social media platforms, weekly email (using MailChimp), quarterly newsletter, and promotional materials for events and programs
- Support the Minister in preparing PowerPoint and print materials for weekly worship
- Provide assistance to Eastside task groups and volunteer committees as appropriate
- Collect and manage membership information and produce reports for leadership
- Provide general administrative and office support including reception

Job Type: Half time (approx. 20 hours/week) – hours of work are negotiable.

Job Location: This position is located in the Living Spirit Centre, 3018 Doan Drive Regina.

Qualifications

- Experience in communications or marketing
- Strong computer skills including familiarity with database management, desktop publishing, web publishing and social media (Facebook, Instagram, Twitter)
- Office experience and strong organizational skills
- Strong written and verbal communication skills
- Polite and professional with a genuine desire to help people

To apply for this position e-mail resume and cover letter to eastsideunited@sasktel.net

This competition closes on January 31, 2020

Thanks for your interest. Only candidates selected for interviews will be contacted.