

### Position Description

|  |                                   |
|--|-----------------------------------|
| <b>Position Title:</b> Communications Officer  | <b>Creation Date:</b> May 4, 2022 |
| <b>Reports To Position:</b> Communications Coordinator                                 | <b>Revision Date:</b>             |
| <b>Status:</b> Full-time contract<br>(June 6, 2022 – July 29, 2022; 35 hours per week) | <b>Pers. Comm. Review Date:</b>   |

#### Job Details:

The Government of Canada funded this job through the Canada Summer Jobs program.

You must be aged between 15 and 30 and be legally entitled to work in Canada. International students are not eligible. [Learn more.](#)

This job is advertised on Job Bank in accordance with the requirements for Canada Summer Jobs 2022.

Location: Toronto, ON  
 Salary: \$22.08 HOUR hourly for 35 hours per week  
 Languages: Bilingual  
 Terms of employment: Seasonal employment Full time  
 Education: Post-secondary education  
 Start date: Starts as soon as 2022-05-30

#### Purpose:

The Canadian Council of Churches responds to Christ's call for unity and peace, seeks Christ's truth with an affection for diversity, and acts in love through prayer, dialogue and witness to the gospel.

This position works closely with the Communications Coordinator to assist with website, social media, and mailchimp communications in French and English.

#### Structure and Reporting Relationships:

This position reports to the Communications Coordinator and works closely with other members of the program team.

**Main Duties, Specific Outcomes and/or Key Position Functions for the Communications Officer**  
(80% of position):

This full-time, short-term, flexible contract with The Canadian Council of Churches may include the following responsibilities:

- Survey, assessment, and feasibility report on the efficacy of French/Francophone communications on our main website.
- Translations of time-sensitive news stories, newsletters, and social posts from English to French (and French to English) as needed.
- Networking with and expanding our contacts list with more Francophone churches and members of the media.
- Surveying our current French-speaking members, subscribers, and followers for how we can better meet their needs.
- Sorting and posting French version documents of public statements to the digital archives of the Commission on Justice and Peace.
- Facilitating appropriate French content on the Forum for Intercultural Leadership and Learning website ([www.interculturalleadership.ca](http://www.interculturalleadership.ca)).
- Collating English and French Commission on Faith and Witness resources for publication on the Faith & Witness Library website.

**Reporting, Collaboration, and Facilitating Learning** (20% of position): Participation and support for some Council events, skills development, and teamwork including

- Participate in mentoring with the supervisor and the General Secretary for skills development, career-related training, and access to learning materials.
- Skill development in teamwork, communications, digital skills, and leadership.
- Assist with reporting on the accomplishments and achievements through the position.
- Attend staff and staff-related meetings as required.
- Assist as possible with collaboration initiatives from other areas of the Council's work.
- Grow a sense of teamwork, a healthy work environment, and shared ownership of the program work of the Council as a whole.

**Qualifications/Education/Competencies/Experience:**

Candidates for this position should demonstrate proficiency and/or comparable experience in, or capacity to learn, the qualifications and competencies listed below.

- Francophone, or fluency in French and English
- Background in religion, theological, or pastoral studies from a post-secondary educational institution
- Comfort with or capacity to learn video conference, WordPress, and Mailchimp platforms
- Excellent communication and writing skills

- Good computer skills, including proficiency in Microsoft Office products
- Detail-oriented, with demonstrated organising and staff support skills
- Experience and/or interest in the ecumenical movement
- Ability to responsibly follow direction and work independently
- Commitment to the mission of The Canadian Council of Churches
- Eligible to work in Canada

The Canadian Council of Churches invites applications from Black and other racialized young adults, young adults with disabilities, and Indigenous young adults.

Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

**Working Conditions:**

This position works from a home office (virtually) or, if preferred, from The Canadian Council of Churches office located at 47 Queen’s Park Crescent East, Toronto.

**How to apply:**

Submit your Curriculum Vitae together with a thoughtful cover letter describing why you are interested in this position description and what skills and experience you bring by May 31, 2022 at 5pm ET.

By email: [noteboom@councilofchurches.ca](mailto:noteboom@councilofchurches.ca)

By phone: **416-972-9494**