

ADMINISTRATIVE ASSISTANT

COMMUNICATIONS AND SPECIALIZED MINISTRIES

Eastern Ontario & Nunavut District Office

EOND PRIORITIES

In alignment with The Pentecostal Assemblies of Canada and its missional Initiatives, The Eastern Ontario and Nunavut District has four focus areas to fulfill its mission: Church Health, Multiplication, Leadership Development, and Pastoral Care.

JOB SUMMARY

We are seeking an individual with competent communication skills and gifting in ministry support to fill the full-time Administrative Assistant – Communications and Specialized Ministries position.

The person in this position will be required to oversee and develop the external communications for the District, including identifying, initiating, and developing effective external messaging and communication strategies that align with the District's mission and values. Training and development will be offered.

The Specialized Ministries portion of this portfolio will entail planning, preparing, and operating various specialized ministries initiatives and events as needed.

KEY RESPONSIBILITIES

Specialized Ministries – 50%

1. Assist the Leadership Health Director in developing and sustaining various leadership health initiatives and events.
2. Facilitate any new registrations and the ongoing maintenance of our Healthy Leader Clusters in conversation with the Leadership Health Director.
3. Assist the Youth Events Facilitator with event planning, preparation, and facilitation of youth events, camps, and conferences as needed.

Communications – 50%

1. Develop specific, measurable, attainable, and time-based District communications goals.
2. Review communication data and metrics to evaluate the progress and impact against communication goals.
3. Create, organize, and implement an effective District Brand Strategy.
4. Identify and implement improvements in communication processes.
5. Remain current in communication leading trends.
6. Webmaster: create, design, and update content on the District website (www.eond.org)
7. Social Media Lead: planning, resource production, scheduling, and execution.
8. District Newsletter: Create and release bi-weekly communication through online emails.
9. YouTube facilitator.
10. Design – Working with and monitoring graphic design and video professionals to complete projects.
11. District Conference – involvement in coordinating and administrating Conference branding, strategy, and promotion, including booklets, mailouts, website, app, screen media, social media, and photography.

EXPERIENCE AND SKILLS

The Administrative Assistant shall be of mature Christian character with a heart for ministry and possess the following skills:

1. Excellence in content writing and spoken communication.
2. Ability to remain current in communication trends.
3. Social media, web design, and YouTube formatting experience.
4. Capacity to determine communications key performance indicators and track data to measure the success of strategies and campaigns. (i.e., readership, participation, and social metrics)
5. Strong initiative and ability to work quickly and accurately.
6. Ability to make quality decisions within the scope of authority.
7. Well organized with a capacity to multi-task and prioritize.
8. Ability to lead and give direction to leaders and volunteers assisting at District Events.
9. Tenacious in ensuring various projects and tasks are followed through to completion.
10. Strong leadership competency to help identify various leadership health initiatives that would benefit our District leaders.

ADDITIONAL NOTES

Job Category: Administrative – Regular full-time

Work Location: Cobourg, ON - In person (ability to commute or relocate)

Remuneration: Full-time salary with benefits.

If you are interested in applying for this position, please complete and forward your resume and cover letter to crogers@eod.paoc.org by August 12, 2024.