

Creative & Communications Assistant

Hrs/Week: 40 hrs/week; additional hours will be required (and compensated) in preparation for conferences and events.

Supervisor: Director of Creative & Communications

Role Summary:

The Creative & Communications Assistant will carry out the mission of Hope Oakville as they assist in the planning, development, and execution of various communication strategies. The heart of this role is to help execute social media posts, website updates and other various forms of church communication. This role will help ensure the church's message is effectively conveyed to its members and the broader community.

ROLE

- Assist in the creation of various content, including visual and multimedia, and written for multiple communication channels such as newsletters, social media, and websites.
- Maintain and update the church's social media profiles, scheduling and posting regular updates, event announcements, sermon clips, and other relevant content. Monitor engagement and respond to comments and messages promptly.
- Update and maintain the church's website with current information, including events, news, and resources, ensuring that the website is user-friendly and mobile-responsive. Collaborate with web developers as needed for more advanced updates.
- Create or assist in creating visual materials, such as social content, flyers, banners, posters, and slides for presentations. Ensure branding consistency in all church materials.
- Develop promotional materials and strategies to market church events, services, and programs. Coordinate with event organizers to gather necessary information for promotion.
- Capture photos and videos during church services, events, and special occasions. Edit and organize visual content for use in various communication channels.
- Assist in developing a communication plan and calendar to ensure consistent messaging and timing of communications.

EDUCATION AND EXPERIENCE

- Bachelor's degree (or equivalent) in a communications-related field.
- 2+ years of experience in a similar job role/creative environment.
- Proficiency in graphic design software and basic video editing tools is required.

Creative & Communications Assistant

- Familiarity with social media platforms and website content management systems (e.g., WordPress), is required.
- Proficiency in Adobe Creative Cloud products (Photoshop, Illustrator & InDesign) is an asset.
- Previous experience in church communication or a related field is an asset.
- Knowledge of photography/videography is an asset.

PHYSICAL REQUIREMENTS

- Ability to sit at a computer for an extended period.

ESSENTIAL QUALIFICATIONS

- An excellent communicator with strong attention to detail.
- Ability to multi-task and complete assigned jobs effectively and efficiently regardless of working individually or with a team.
- An ability to produce high-quality work under pressure with accuracy and attention to detail with strengths in written, verbal and visual communication.
- Ability to work collaboratively and meet deadlines with high attention to detail and strong organizational skills.
- Organized and internally motivated to work excellently while flexible and adaptable to changing circumstances.
- Able to graciously receive and apply feedback in the pursuit of excellence.

All applicants must possess the following qualifications:

- A mature follower of Jesus Christ with character consistent with Titus 1:5-9 and 1 Timothy 3:1-7
- Authentic lifestyle demonstrating consistent character and spiritual growth
- Agreement with [Hope Oakville's doctrinal statement](#)
- A commitment to the [mission](#), vision, and leadership of Hope Oakville
- You will be required to care for, minister to and pray with the volunteers within the ministries that you work in, as well as the congregation members that you encounter.
- You will also participate in our weekly staff prayer where we pray for our church, our ministry, our congregation and each other.