



GCC Canada Communications Coordinator

Job Description

Position Objective:

Direct and manage all communications, marketing, and creative media content for GCC Canada. This job is primarily a work-from-home position that requires strong reliable internet access and a quiet home work environment.

Position Description: (15 hours per week)

- Brainstorm, create, and manage all creative media and marketing for the purpose of communicating the goals and message of GCC Canada to its intended audiences
- Plan, create, edit, and send out unique GCC Canada content on social media platforms and through regular Mailchimp email newsletters
- Manage and organize Mailchimp administration: templates, audiences, segments, tags, and add or update as required
- Design and create media elements in Canva for sharing across our platforms or through mailchimp
- Manage GCC Canada social media presence and accounts (FB, IG, Twitter/X)
- Manage GCC Canada website, coordinating with web designer to provide updates as needed
- Design promotional materials for GCC Canada events, create a schedule for promotion, then take and share photos at events
- Facilitate creation of or updates to printed promotional materials by writing, designing, editing, and coordinating printing
- Oversee promotional video content by brainstorming, directing, facilitating, coordinating with videographer, and sharing final product
- Collaborate with GCC US team, supporting their communications where possible and working alongside their Communications Director

Spiritual and Character Qualifications:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing relationship with Him
- Be a self-starter with drive, passion, and initiative, able to work independently
- Be teachable and willing to be held accountable
- Be a team player with a positive attitude
- Preferred attendance in a GCC church

Professional Qualifications:

- Experience in creative writing, communications, marketing, and digital content creation is an asset
- Familiarity with software such as Canva, Photoshop or Adobe, as well as Mailchimp, Google suite, and social media platforms
- Must enthusiastically embrace the doctrine, mission, and organizational philosophy of the Great Commission Collective
- Must possess and demonstrate strong and effective communication skills.
- Must be able to work well in a team environment and serve network churches, pastors, and other staff effectively and with care

Interested applicants may send resumes to: **office@gccollective.ca**