



Communications Coordinator

Part-time, contract position. 8 hours per week

Living Hope Alliance Church is seeking a Christ-centered, passionate, and team-oriented individual for the position of **Communications Coordinator**. This will be an integral position that impacts all Living Hope staff and church operations.

As Communications Coordinator, you will have the opportunity to develop and lead a volunteer creative team that supports the church's mission through effective and inspiring communication. This role will collaborate closely with the Ministry & Operations staff to ensure consistent messaging across digital, print, and in-person platforms. The ideal candidate will bring creativity, leadership, excellent writing and technical skills, and attention to detail to manage branding, social media, and content initiatives that build connection within the congregation and the wider Regina community.

Key Responsibilities Include:

- Lead volunteer teams in creative projects like seasonal campaigns, sermon series, and events to inspire participation in ministries.
- Develop and execute communications strategies, including marketing, branding, copywriting, graphics, and story collection to engage church and community audiences.
- Manage internal communications channels, content calendars, and online presence (social media, website, church app, and calendar) to foster connection and growth.
- Research, plan, and implement marketing initiatives with measurable outcomes, adapting to new tools and trends.
- Collaborate with leadership on messaging and perform additional duties as needed.

Key Qualifications:

- A vibrant and growing relationship with Jesus Christ
- Advanced computer skills and ability to learn and lead in new digital endeavors:
 - MS Office
 - Social media platforms
 - Messenger services
 - Graphic Design



- Church management software (Planning Center Online - training available)
- Willing to explore and learn new software/AI as needs arise
- Administrative skills: Highly-organized planner.
- Strong, clear communication skills - written and verbal
- Flexible, team-oriented personality with an ability to thrive in a fast-paced environment and meet deadlines
- Open to becoming a member of Living Hope Alliance Church, if not one already.

Schedule & Pay: 8 hrs/week, \$20-28/hour (pending qualifications & experience)

Interested in applying? Send a cover letter and resume to hr@mylivinghope.ca





Communications Coordinator

Job Description

Purpose

To create, organize, plan, and implement effective communications strategies to church and community audiences that conveys Living Hope Alliance Church's vision and priorities.

Primary Responsibilities

1. Lead Overall Communications

- a) Develop and maintain a simple, effective communications strategy.
- b) Oversee copywriting, branding, graphics, story gathering, storytelling, and weekly content planning.
- c) Ensure all digital and print communication is timely, accurate across all platforms, and aligned with church priorities.

2. Build and Equip Volunteer Teams

- a) Recruit, train, and coordinate volunteers in key creative roles such as photography, graphic design, videography, social media, etc.
- b) Provide volunteers with tools, timelines, and clear expectations so that the majority of weekly production is volunteer-led.

3. Manage Digital Presence and Print Materials

- a) Oversee key channels presently being used - website, social media, app, bulletin, church-wide email, church calendar.
- b) Prioritize high-impact content that builds clarity, community, and engagement.

4. Support Ministry Initiatives

- a) Collaborate with staff to create promotional plans for sermon series, seasonal events, and core ministries.
- b) Utilize a simple method for staff to post news information that can be easily accessed and/or shared.

5. Continuous Improvement

- a) Implement systems, tools, and processes to maximize impact and alleviate stress.
- b) Track basic engagement metrics for future improvement

Leads: Volunteer Communications Team

Reports to: Associate Pastor

Partners with: Ministry Staff and Operations