



Communications Coordinator - Great Opportunity!

The Archdiocese of Grouard-McLennan is currently recruiting for a Part-Time (16 hours per week) Communications Coordinator at the Chancery office in Grande Prairie, AB.

You will be sharing the important work of the Archdiocese of Grouard-McLennan with the Catholic community, media and other important partners by living our faith through effective communication.

Duties:

- Effectively administer and manage the Archdiocese of Grouard-McLennan's internal communications needs.
- Establish and manage an Archdiocesan Communications Committee
- Establish strategies to listen to feedback and needs from various internal publics: parishioners, priests, Religious, schools, Archbishop, and Archdiocesan leadership team.

Education and experience:

- Certificate in communications or related field(s) from an accredited educational institution (or equivalent post-secondary education and/or work experience).
- Extensive knowledge of and commitment to the Catholic faith

Skills:

- Excellent oral and written communication skills
- Excellent interpersonal and organizational skills
- Proficiency with word processing, email, internet, digital photographic and other computer technologies, website management and a willingness to develop proficiencies in these as needed
- Proficiency or willingness to develop proficiencies in using social media platforms
- Awareness of and commitment to the structural norms and operations of the Archdiocese and of the Roman Catholic Church as a whole
- Sound project management skills, including ability to manage timelines, budgets and multiple stakeholders
- Ability to work as a team player in a setting with tight deadlines

Personal:

- A firm commitment to live the values and mission of the Catholic Church
- Understanding of Catholic social teaching
- Ability to manage multiple priorities
- Willingness to work flexible hours, as needed - evenings and weekends
- Willingness to engage in on-going professional development in the fields and skills used at the Archdiocesan office

Applications will be accepted until the position is filled.
For further information please contact Lauri Friesen at (780) 532-9766.
Candidates are welcome to submit a resume to: exec.agm@live.ca