



COMMUNICATIONS COORDINATOR

OVERVIEW

Do you have a knack for explaining things clearly in a way that inspires and motivates people? Do you have a proven track record of clear and compelling communication through digital and print media? Do you have a heart for evangelization and youth ministry in Canada? Do you desire to share this mission by telling compelling stories and strategizing ways to increase awareness of this mission? NET is looking for you!

We're seeking a passionate and strategic individual, experienced in various communication mediums, to oversee the quality and flow of information between NET Canada and the public. You will develop and implement communication strategies to communicate NET's mission consistently and effectively and increase awareness of NET's mission across Canada. It will also be your responsibility to oversee the communications team and coordinate NET's marketing efforts. By sharing the mission and inviting stakeholders to participate in the mission, you give thousands of youth a chance to hear about, respond to and live for Jesus Christ.

WHO WE ARE

NET is a leading youth ministry organization in Canada and our mission is simple: bring youth to Christ. Many young people lose their faith by the time they finish high school. NET sends teams of young adult missionaries to share their faith in schools and churches so that youth may be transformed and re-engaged in their Catholic faith. We're looking for driven, talented and passionate individuals who want to use their talents to build up the Kingdom of God and see young people's lives transformed.

WHAT DOES THIS POSITION DO?

- Lead the communications team; hiring, training and leading media mission staff.
- Develop and implement NET's communications strategies.
- Oversee department and communications timelines, annual projects, project budgets.
- Oversee NET's marketing efforts including website, social media, logo and branding.
- Produce regular communications, including annual report, quarterly newsletters & press releases.
- Coordinate creation of digital & print media communications, including design, copywriting & production.
- Coordinate creation of promotional materials, including merchandise and giveaways.
- Work with the Development Team to achieve NET's fundraising goals.
- Cultivate your own team of supporters to reach a goal of raising \$1K/month in funds.

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DO YOU HAVE WHAT IT TAKES?

Here are a few things we're looking for:

- **You are a strong communicator, able to clearly and effectively communicate a message.** You are eager and have a knack for communicating clearly, consistently and effectively.
- **You have a heart for mission.** You share our heart for evangelization and young people in Canada, as well the desire to build up the kingdom through your job.
- **You are a vision-caster.** You are able to inspire, motivate and cast a vision to communicate the mission consistently and effectively.
- **You have excellent project management skills.** You are able to coordinate multiple levels of tasks, people, and deadlines in order to reach goals and present deliverables. You can juggle multiple projects at once.
- **You are a creative, strategic thinker.** You are innovative and open to new ideas. You are constantly thinking of new ways to accomplish your goals, and new strategies to accomplish the mission.
- **You have a high level of professionalism and excellent administration skills.** You are diligent, organized and attentive to detail. You have excellent public relation skills.
- **You are teachable. You value continual growth.** You are interested in expanding your professional skills, and you continually seek personal development.
- **You are a team player. You are interested in being part of a dynamic team.** You can collaborate well with others and are able to give and receive feedback.
- **You take initiative.** While we value teamwork, you are also capable of working independently and being a self-starter.
- **You enjoy writing.** You have a way with words, and your writing skills are higher than average.
- **You have communications experience.** Post-secondary education, knowledge of digital and print media creation and production, 2-3 years experience in communications, marketing or the equivalent will be an asset.

WHAT WE HAVE TO OFFER

- Daily charismatic staff prayer, including daily Mass once a week (*varies during COVID*)
- A culture of professionalism, support, and dedication to team building, individual growth & leadership development
- A community of passionate Catholics working towards building the kingdom & growing in holiness
- Being part of a dynamic team working towards maximizing and maintaining NET's resources
- An office in the Nation's Capital

ADDITIONAL INFORMATION

- This is a full-time position
- Position start date is flexible
- Salary commensurate with education and experience

Applicants must provide a cover letter, résumé, and contact information for two additional references. Detailed job description available upon request.

For more information or to submit your application by email, contact Heather at heather@netcanada.ca or at 1-877-521-4426.

