

The Presbyterian College Job Description



THE
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COLLEGE
MONTREAL

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Position:	Communications Coordinator
Position type:	Part-time
Start date:	December 1, 2023 (flexible)
Reports to:	Principal
Work Schedule:	16 hours per week
Word Location:	Onsite, with some off-site hours possible
Pay Range:	\$20 - \$26.50/hour, based on experience

The Presbyterian College is a theological seminary in Montreal, committed to the formation of transformational leaders in the church and community. We are a college of The Presbyterian Church in Canada but welcome students from many denominations and from the global church. We offer our academic programs through affiliation with other educational institutions, including McGill University and the Montreal School of Theology. We also have a Leadership Centre, dedicated equipping leaders for varieties of service in the church and community.

The Communications Coordinator provides support to the Principal of the College in implementing communications projects, including email communications, social media updates, print publications, and related matters. The position is key to the strategic work of the College in recruitment, marketing, and fundraising.

The primary responsibilities of this position are in the following areas:

- Oversee the compiling and printing of college newsletters – print and email.
- Coordination and completion of social media posts.
- Coordination and posting of announcements on college website.
- Creation and implementation of a new online courses platform.
- Writing of development and outreach materials.
- Regular updating of contact database
- Coordination with external vendors for services, as needed, including photography and graphic design

It should be expected that there is some flexibility in this job description, with possible additional tasks in relation to event management or communications, given the changing needs of the College, with modest adjustments to the overall workload as appropriate.

This position requires:

- Excellent organizational skills and attention to detail
- Superior written and spoken communication skills
- An ability to work well with others: to show initiative when it is required and take direction when needed
- Capacity for time management and multi-tasking

- Familiarity and comfort with requisite technology : Wordpress, Groundhogg (or similar) CRM, Constant Contact (or Stripo or similar), Moodle (or similar), Sumac database
- Written and spoken English fluency. English-French bilingualism is an asset
- Supportive of the vision and mission of the college and the work of theological education

A complete application includes a cover letter, CV, and the names and contact details of two references. Applicants should also include a communications product which they were involved in creating and specify their role in its creation.

A review of applications will begin by November 5th and will continue until the position is filled.

For more information about the role, please also contact Principal Roland De Vries at rdevries@pcmtl.ca Applications may be sent to the same email address.