

Free Methodist Church in Canada

Job Description



Title: Communications Content Developer

Reports To: Director of Communications and Office Manager

Department/Area: Communications

Time Commitment: Part-Time (2 days/week)

Purpose Statement

The Communications Content Developer provides written and video content to meet the professional communications requirements of the National Office of The Free Methodist Church in Canada. This position provides a full range of creative services including corporate communications, storytelling, blogs, and information sharing.

Responsibilities

1. Communications

Overall Percentage of Time: 75%

Key Activities	Standard of Performance
Supports the vision and goals of the organization	<ul style="list-style-type: none">Writes and shares corporate communications and website content through Active Campaign and Listserv.
Storytelling	<ul style="list-style-type: none">Creates engaging video and print content that communicates the initiatives and priorities of the FMCIC
Creates social media content	<ul style="list-style-type: none">Creates, schedules, and shares timely and appealing news and stories across social media platforms to engage and inform readers
Assist other ministry teams	<ul style="list-style-type: none">Text and blogs are proofread and edited correctlyContributes ideas for video and print content

2. General Conference

Overall Percentage of Time: 25

Key Activities	Standard of Performance
Assists in creating and communicating the brand and marketing plan for General Conference	<ul style="list-style-type: none"> Assists in creating General Conference theme, videos, website content, reports, etc Material has a consistent look and feel.
Provides creative support to National Leadership Team and Study Teams	<ul style="list-style-type: none"> Creates print and video material for departments and presenters Material has a consistent look and feel

(NOTE: The above responsibilities, key activities & standards of performance will be the basis of any performance appraisals. Also, these may change and/or other duties may be assigned).

Core Competencies

The operationalized core competencies which the employee must demonstrate in order to be effective in this position are listed below:

Core Competency	Operational Competency “What does this look like on the job?”
Communications – Spoken and Written	Able to clearly present information through the spoken word; influence or persuade others through oral presentation in positive or negative circumstances; listen well: able to write clearly and effectively present ideas and to document activities; to read and interpret written information.
Creativity	Able to develop unique and novel content; provide new perspectives; give birth to new ideas; to present information in an attention-getting and interesting manner.
Organization and Planning	Able to organize or schedule tasks; to develop plans while being sensitive to time constraints and resource availability.
Decision making and problem-solving	Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues.
Commitment to Task	Able to start and persist in specific courses of action while exhibiting high motivation and a sense of urgency.

Requirements

Area	Minimum Required	Preferred
Skills	A thorough working knowledge of Microsoft Word, Google Docs and Social Media platforms Excellent interpersonal skills Able to work both independently and as part of a team.	
Education	At a minimum a college degree	A related degree from a University or College.
Experience	One year of work-related experience in communications writing	One to two years in a position of similar responsibility
FMCiC Affiliation	A recognized mainstream church affiliation	FMCiC Accreditation
Other	Expected to attend General Conference every 3 years	

Approved by FMCiC Personnel Team

Date: 2022-01-25