



CHRIST THE REDEEMER PARISH

Communications Assistant (Part-Time)

Job Description

Christ the Redeemer Parish is seeking a disciple with a zeal for evangelizing through media to serve in the part-time role of Communications Assistant (5 – 10 hours per week). The successful candidate will be responsible for creating a range of media and communications assets for the parish, including social media posting, email communications on Flocknote, print materials, and more, in close collaboration with the Coordinator of Evangelization. The incumbent will work to ensure the alignment of all communications strategies with the overall parish vision and goals.

The successful candidate's duties and responsibilities may include:

- Maintaining parish branding standards for the whole office in any communication that comes from the parish, including emails, Flocknote, website (Wix), the parish's social media, bulletins, handouts, posters, signs, and other print material (referring to the Brand Guidelines document for specific information).
- Work with the Coordinator of Evangelization to manage website and social media content, as well as parish events and promotion.
- Creating and distributing the Weekly Update (sent out each Friday) with information on events gathered from parish staff, volunteers, and the Archdiocese of Vancouver's communication channels.
- Monitoring and replying to messages on Facebook, Instagram, and Google Business listing.

Position Requirements:

- Willingness to support the mission of the Catholic Church;
- Sound understanding of the Catholic faith and a mature spiritual life;
- Knowledge and adherence to Archdiocesan/parish policies and practices, including completion of Safe Environment screening;
- Proficient in the Microsoft Office Suite, Meta Business Suite, and Canva or other design software;
- Knowledge of Wix (website platform) an asset;



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- Excellent interpersonal skills and proven ability to communicate effectively and in a timely manner with pastor, parish staff, and through online channels;
- Maintain absolute confidentiality and discretion;
- Simple project management, capacity to work independently with limited supervision, and ability to multi-task.

Working Environment:

- Opportunity to work in a faith-based environment;
- Working hours are negotiable and will include scheduled evenings and weekends;
- Competitive salary is available.

Note: This position may be combined with the Youth Ministry Coordinator position for applicants with suitable qualifications and who apply to both roles.

Please submit a résumé, cover letter, and any portfolio assets that showcase your writing/graphic design skills with “CTR Comms” in the subject line to:

Catherine Davidson, Parish Coordinator

Christ the Redeemer Parish

Email: CDavidson@ctrwestvan.ca

Thank you for your interest. Only shortlisted candidates will be contacted.