



Interim Communications Coordinator Job Description

Temporary 0.5 FTE position November 1, 2025-April 30, 2026

Revised July 30, 2025

The Interim Communications Coordinator provides for the communication needs and related administrative tasks of Mennonite Church Alberta, including local, Regional, and Mennonite Church Canada ministry programs. The position works collaboratively and maintains positive working relationships with MCA Staff, Executive, General Council, Committees, and the MC Canada Communicators Group in order to serve the communication needs of MCA's Regional and Nationwide ministries. The position will liaise directly with and will receive direction from the MCA Executive Minister including goal setting, message development, general work priorities, and daily tasks within the context of an initially-developed workplan. In addition, the position will liaise with the Community Building Committee as a resource and sounding board for communication development intended for relationship-building within MCA.

ROLES AND RESPONSIBILITIES - OVERVIEW

- A. Work with the Executive Minister to implement MCA's communication plan, strategy, and messaging for the development and dissemination of materials related to the ministries of MCA and its partners. This includes promotion, engagement, identity development, and building support within the MCA church family in ways that reflect the values and vision of MCA.
- B. Develop and maintain MCA's technical communication infrastructure. Current communication vehicles include a weekly email newsletter, website, Facebook group, and other creative materials.
- C. Work with Executive, General Council, Committees, and MCA Staff to develop communication materials in support of MCA's ministry efforts. This includes administrative support for websites, mailings, event registrations, Annual Delegate Sessions, and other related tasks
- D. Work with Regional Communicators of MC Canada in developing nationwide communications related to shared ministries, building a common identity, and supporting our nationwide Covenant.
- E. Work with the Community Building Committee as a reference group for communication ideas, story development, feedback, and resources for building relationships across the MCA community.
- F. Attend Annual Delegate Sessions, General Council meetings, MCA Staff Meetings, and meetings of the MC Canada Communicators Group.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A. Working knowledge of MCA and MC Canada
- B. Committed to Anabaptist/Mennonite practice and faith perspective.
- C. Strong oral, written and online communication skills.
- D. Creative thinker with a passion for generating imaginative ideas for reaching and engaging the MCA community.
- E. Familiarity with communication platform and tools such as websites, social media, desktop publishing, and other applications.
- F. Adept at establishing open and trusting working relationships with a diverse group of people.
- G. Specific communications education, training, and experience preferred.

ACCOUNTABILITIES

The Interim Communications Coordinator reports directly to the MCA Executive Minister.