

The Communications Coordinator provides for the communication needs and related administrative tasks of MCA, including local, Regional, and MC 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 Executive Minister including goal setting, message development, general work priorities, and daily tasks. 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 and Moderator to develop and implement a 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. This also includes focused communication on initiatives such as the "Encountering, Embracing, Embodying Christ" Action Plan.
- 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, and MCA Staff Meetings. Would also attend Executive meetings as requested.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A. Working knowledge of MCA and Mennonite Church Canada
- B. Committed to Anabaptist/Mennonite practice and faith perspective.
- C. Strong oral and written 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 Communications Coordinator role and responsibilities will be reviewed each year with the Executive Minister, Moderator, Personnel Committee Chair, and the Chair of Community Building.