

ONLINE CHURCH COORDINATOR
ST. ALBANS CHURCH
(CONTRACT, 10HRS / WEEK)



ST ALBANS

St. Albans Church is a parish of the Anglican Diocese of Ottawa, a Spirit-Led, Christ-Centred, Contemporary Urban Church. We are an all-ages, online and in-person church in downtown Ottawa. Our mission and ministry priorities are university and college students, young adults and those experiencing homelessness and poverty.

We are looking for an energetic self-starter to lead our community's online presence.

OVERVIEW

As the Online Coordinator, you'll be helping to build engagement and trust with our digital audiences. Excellent communication and technical skills are a must, as you'll be working with various team members to ensure quality content is displayed on our online platforms and to build our online community.

RESPONSIBILITIES-

- Design and platform selection for our online presence
- Solicit, organize and prepare our videos, preproduction, run livestreams, and postproduction.
- Weekly email communications (online midweek activities, Sunday worship reminders) and coordination of midweek activities.
- Weekly updates of website online church sections (worship links, online schedule, sermons, etc.)
- Schedule posts to social media accounts, including Facebook, Twitter and Instagram.
- Online community building
- Curate online content

QUALIFICATIONS & SKILLS-

- Previous experience operating livestreams and working with online church, Facebook Live and Youtube.
- Tech savvy and able to troubleshoot.
- Basic understanding of video editing and publishing.
- Ability to meet deadlines and attention to detail.
- Ability to work effectively with diverse members and groups of the staff, church body, community and external providers.

This is a contract position of approximately 10 hours per week, depending on the range of duties assigned to the successful applicant, beginning in August 2020. Compensation will be commensurate with qualifications and experience. If this opportunity excites you, please apply with a resume and cover letter that describes how your experience relates to the qualifications we seek.

The Rev. Mark Whittall
St. Albans Church, 454 King Edward Ave, Ottawa, ON, K1N 7M8
E: [**careers@stalbanschurch.ca**](mailto:careers@stalbanschurch.ca)

Applications will be considered as they are received, so please apply by email as soon as you can.

For more information about St. Albans Church, please visit www.stalbanschurch.ca and www.facebook.com/saintalbans