

Part-Time IT & Communications Position

The Session of Knox Presbyterian Church, St. Thomas, is seeking to fill a part-time IT & Communications position to support the life and work of the church. The position will involve a commitment of approximately 15 hours per week. The hours will vary depending on the calendar events throughout the year.

The position includes but is not limited to:

- Creation of the weekly bulletin and post it to the church website.
- Liaison with the church's managed IT company.
- Procurement of quotes from relevant companies for IT needs of the church.
- Maintenance of the electronic church sign and act as the contact person for the sign company.
- Creation of posters and other marketing materials as needed by the church.
- Co-ordination of external advertising as needed for church events.
- Preparation of EasyWorship for Sunday services.
- Maintenance of the church website and presence on Facebook and Instagram.
- Maintenance of Session Minutes and Board of Managers Minutes for the church archives, using a specific required format.
- Assistance with the church newsletters prior to their distribution.
- Assistance with the production of the church Annual Report.
- Working closely with the clergy and office staff to ensure that information is complete and correct.
- Accountable to the Human Resources Committee, the Pastor, the Session and ultimately, to the Congregation of Knox Presbyterian Church.

• Qualifications and Characteristics -

- Respect and appreciation for the Presbyterian expression of faith.
- Education and/or related experience in administration and communications
- Effective communication skills, both verbal and written.
- Able to work independently and remotely as well as from the church office.

- Demonstration of strong work ethic.
- Personable and able to work with a wide variety of groups in the church.
- Can provide flexibility in meeting the varying time commitments for the job.
- Able to handle confidential information appropriately.
- Able to provide a current Vulnerable Sector police check.
- Open to training in “Leading With Care”, the safety policy of Knox Presbyterian Church and the Presbyterian Church In Canada.

Application Deadline: January 31, 2025

Position Begins: February 17, 2025

Probationary Period: February 17, 2025 - May 13, 2025

Please apply in, confidence, by sending a covering letter and resume to:
Donna Ellis, Human Resources Committee, donnaellis782@gmail.com