

Communications Assistant

(Part-time: 20 hours per week)

the bridge is a multi-ethnic and multi-generational church, impacting our world in Christ, located in Markham, part of the Greater Toronto Area, in Ontario, Canada. Gather, Group, Grow, Give and Go is how *the bridge* fulfills its mission and vision. Our mission is to connect people to God, each other, and our world. Our vision is to see transformed people impacting their world in Christ.

the bridge is looking for Communications Assistant who will provide integral support to the Communications team and the ministries of the church by assisting with print, web, graphic design, as well as both internal and external email communications. Reporting to the Communications Manager, he/she will publish final designs, layouts, and messages to our print, web, and email mediums, while ensuring accuracy, consistency, brand standards, and quality. The Communications Assistant will provide front-line support, interacting with ministries, and executing weekly communication needs (e.g. social media posts, weekend service slides, weekly e-letter, etc.)

Primary Responsibilities:

Graphic Design:

- Work with the Communications Manager to produce graphic design work for print, web, email and social media, ensuring quality and effective design (e.g. weekly e-letter, promotional pieces, invitations, etc.).
- Create and edit both sermon slides and announcement slides needed for services. Partner with the Communications Manager to ensure that they are displayed effectively.
- Create and edit slides for other church events as required.

Print Management:

- Help ensure accurate content for all print pieces.
- Print all church-wide communication pieces (e.g. event promotional materials)
- Create signage for church events and rentals as required (e.g. orientation classes, seasonal groups, seminars, etc.)
- Partner with staff to execute all other production-related printing for church ministries (e.g. ministry promotional material, nametags, booklets, etc.)
- Assist with out-of-house print projects with vendors (e.g. business cards, banners, posters, etc.)

Social Media Assistance:

- Assist with the creation and execution of the social media content calendar.
- Create artwork for social media as required.

Website/App Management:

- Work with the Communications Manager to maintain the website and Church Center app, ensuring content, event calendars, and graphics are regularly updated, accurate and working effectively.
- Partner with the staff on web content for respective ministries.

Other Duties:

- Assist with communication-related set-up for events (e.g. banners, posters, etc.).
- Attend and assist with staff meetings, as well as church wide events as needed.
- Help ensure church branding and communication guidelines, policies and procedures are followed.
- Other related duties as required.

Qualifications & Skills:

- An undergraduate degree or diploma an asset.
- Experience with graphic design, web content management, and print production.
- An eye for design and creativity, with excellent visual communication skills.
- Strong attention to detail and accuracy.
- Strong organizational and project management skills, with the ability to adapt, problem solve and meet multiple deadlines.
- Strong verbal and written communication skills.
- Excellent interpersonal skills with the ability to work collaboratively with multiple teams.
- Proficient in Adobe Creative Suite (i.e. InDesign, Illustrator, Photoshop, Lightroom) with basic knowledge of WordPress, HTML, and CSS.
- Proficient in MS Office products (i.e. Word and PowerPoint).
- Video editing skills an asset.
- Experience with email platforms (e.g. Mailchimp) and databases an asset.
- Education in communications, graphic design and/or production an asset.

Personal Attributes & Requirements:

- A high level of professionalism, an optimistic attitude, and a servant's heart.
- Ability to work occasional Sundays and weeknights.
- Able to support and promote *the bridge's* beliefs, mission, vision, and values.
- Willing and able to successfully obtain a positive police vulnerable sector check.

For more information on *the bridge*, go to www.thebridgemarkham.com. If you are interested in this employment opportunity, please submit your cover letter and resume to careers@thebridgemarkham.com. *the bridge* invites fully qualified candidates to apply for the following position(s), however Canadian citizens and permanent residents will be given priority. *the bridge* is committed to providing accommodations for people with disabilities and will work with you during the selection process if this is required. All applications will be reviewed, but only those selected for interviews will be contacted. If selected, you may receive communication from a *bridge* staff member or a third-party HR consultant.