

Media & Communications Director

Westview Bible Church

Pierrefonds, Québec (Montréal)

<https://westviewmontreal.org>

Permanent full-time position

<https://westviewmontreal.org/media-communications-director>

Overall Objectives:

- Provide a clear vision and strategy for excellence in digital ministry and communications at Westview that:
 - Connects people to Christ and to the community of believers.
 - Advances the mission, vision and key objectives of Westview.
 - Establishes consistent branding
 - Grows online presence and engagement

- Lead the creative design and execution of all Westview media and communications. (online and physical).

- Manage and oversee all social media platforms, website and communication.

- Innovate and establish new, creative and strategic ways to make disciples through online ministry.

Specific Responsibilities:

Content Creation, Management & Communications:

- Collaborate with staff and key ministry leaders to maintain a schedule for content creation, management and posting of digital and physical communications.
- Based on communication schedule, oversee production of video, graphic creation, graphic pieces (e.g. cards, banners, publications) and ensure timeliness of review/feedback loop.
- Collaborate with staff and ministry leaders on special projects and events. (e.g. discipleship conferences, all church events, student or children's events).
- Oversee the development and maintenance of new church website and potential future projects (e.g. mobile church app.)
- Manage the posting of all created content.
- Manage social media platforms (Instagram, Facebook, Twitter etc.)
- Ensure effective day-to-day operation of all digital ministry and communications.
- Establish a style guide for all communications and media at Westview.
- Design and execute specific community marketing initiatives.

Media Resource Team Development:

- Develop a diverse resource team that will accomplish Westview's vision for communications and media (This team could consist of graphic designers, marketing professionals, writers, videographers, photographers, audio and video producers etc.)

Research & Innovation:

- Research new and innovative ways to leverage digital tools for more effective ministry.
- Develop training for the staff as necessary.
- Assess current media and communications strategies for effectiveness in making disciples and growing Church community, implementing changes where necessary.

Other:

- Weekly staff meeting
- Meeting with supervisor
- Reporting to: Lead Pastor - Charlie Salamone
- Other meetings as necessary (Occasional evenings)

Essential Qualities:

- A creative person
- Strong leadership abilities and interpersonal skills
- Team player
- Strong commitment to relationship with God and ongoing spiritual, personal and professional growth.
- Good social-media content/portfolio
- Experience with popular social media platforms; with a knowledge of audiences and online trends
- Affirmation of Westview Statement of faith and passion for the church's mission and vision.
- Strong organizational and administrative abilities.
- Excellent verbal and written communication skills
- Humble leader

Assets to The Role:

- Background in communications, marketing, tech, media or broadcasting.
- Skills in technical and/or creative writing
- Skills in graphic design
- Skills in photography and/or videography
- Skills in sound mixing/engineering

How to Apply:

Please send the following to [hiring@westviewmontreal.org](mailto: hiring@westviewmontreal.org)

- Creative media Portfolio and social media handle(s)
- Resumé
- Brief story of personal faith journey
- Writing sample

We look forward to hearing from you!