



Communications Project Coordinator & Administrator

Status: Full-time hours, 13 month contract

Working Days: Typically Monday - Friday; a spirit of flexibility is expected

About The Meeting House

We feel God is calling us into a new vision: Introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches. What does that mean? Through our Meeting House sites and expressions across Southern Ontario, and new Jesus Collective network, our desire is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint, and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills, expertise and heart to this transformation! Check out our website for more details: www.themeetinghouse.com.

Role

The Communications Project Coordinator and Administrator provides project coordination and administrative support to Communications initiatives that support our mission and vision.

Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Spiritual maturity to represent The Meeting House well
- Exceptional administrative and organizational skills with a strong attention to detail
- Ability to work independently and in a team, multi-task and adapt to constant change
- Excellent relational skills
- Strong computer skills and the ability to learn new programs quickly (including Wrike, InDesign, Photoshop and Illustrator)
- Simple graphic design experience is an asset
- Copy editing skill is an asset
- 3-5 years of experience in a similar role in a fast-paced and dynamic environment

Responsibilities

- In collaboration with the Communications Manager, provide project coordination and support for major Communications projects (e.g. website, digital platform)
- Ensure that smaller sized projects (e.g. series promo, youth retreats) are managed well
- Support the Communications team in the regular rhythm of the ministry year calendar
- Complete recurring and ongoing administrative tasks accurately and on time
- Proofread all communications materials and coordinate print schedules to meet Site Support deadlines
- Provide occasional writing and editing support to various communication pieces
- In collaboration with the project manager, take initiative to improve systems and work flow within the Communications department and across departments
- Update The Meeting House product lines (e.g. website) with current content and teaching elements
- Prepare invoices and expense reports
- Other projects and responsibilities as requested



Relationships

Reports to: Communications Project Manager

What We Offer

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best.

The Meeting House is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.