

**Ukrainian Catholic Episcopal Corporation of Western Canada
(Eparchy)**



Position Title: Eparchial Communications Specialist – August 2023

Position Description: Management of Communications including: website, social media and promotions of eparchial programs/initiatives/events

Accountable To: Director of Finance

Type of position: <input checked="" type="checkbox"/> Full-time Salary <input type="checkbox"/> Part-time Salary <input type="checkbox"/> Full-time Hourly <input type="checkbox"/> Part-time Hourly	<input type="checkbox"/> Temporary expiry date: current	Primary Location: Pastoral Centre Offices Travel: May require some travel within Edmonton
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Description: Responsible for implementing the Eparchy's communications strategy for the benefit of parishioners, parishes and other stakeholders both within and outside the Eparchy. Most of the Communications Specialist's role is to support the eparchial bishop and ministries in sharing information and developing and promoting programs. Included in the portfolio is managing website(s), associated applications, and social media sites. This position supports all ministries including those within the Pastoral Centre, Camp Oselia, Cemeteries, eparchial organizations, and parishes.

Key Objectives	Responsibilities	Contacts
Communications/Marketing	<ul style="list-style-type: none"> Adhere to communications strategy for the Eparchy, updating to meet current needs Support ministries, parishes and related eparchial organizations with communication options and tools including developing newsletters, podcasts, etc. to help reach specific audiences Develop promotional materials for eparchial events and programs Share communications strategies with parishes to help them improve their donations and increase membership Support an eparchial fund development program and provide marketing strategies for implementation Help with media relations as needed 	Director of Finance Ministry Directors
Website Management	<ul style="list-style-type: none"> Manage existing website(s) including the Eparchy of Edmonton, Camp Oselia and Cemeteries with a focus on continuous improvement 	Director of Finance Ministry Directors

	<ul style="list-style-type: none"> • Monitor website performance ensuring code compatibility with various browsers, fixing broken links and images, product updates, etc. • Provide strategies to bring traffic to websites and determine performance through search engine optimization • Implement and manage third party applications including online donations and online payments • Document procedures related to management of the website • Assist parishes in the development of their web presence as time permits 	
Technology Support	<ul style="list-style-type: none"> • Recommend and support software products to further projects and initiatives of the Eparchy • Support the onboarding and management of the Image to Likeness Religious Education Curriculum (Kindergarten to Grade 12) 	
Video creation & edition	<ul style="list-style-type: none"> • Support video production (primarily for communication) including recording, editing and posting of videos • Monitor any third-party video providers to ensure quality and timeliness of videos meet with eparchial standards 	Bishop Ministries
Social Media Management	<ul style="list-style-type: none"> • Support the development of a policy for external and internal social media • Set up and manage social media posts on behalf of the Eparchy • Increase presence of the Eparchy on social media 	Bishop
Other related duties	<ul style="list-style-type: none"> • Provide IT support to eparchial office staff specifically with applications related to our online presence and graphic design • Perform other duties and special projects as requested 	

Education and/or Experience:

- Completion of post-secondary studies in marketing/communications, &/or web development and design
- Experience with social media management is an asset
- Experience with graphic design is an asset

Knowledge:

- Appreciation of and respect for religious organizations/not-for-profit societies
- Understanding of relationship management as it refers to pastors, parishioners and newcomers to our Church

Abilities:

- Excellent oral communication and excellent written skills
- Excellent interpersonal skills and works well with a variety of individuals
- Working knowledge of Ukrainian is an asset

- Self-starter with the ability to organize and prioritize work according to the needs of the Eparchy
- Ability to be sensitive to and maintain strict confidentiality

Personal Suitability:

- Active Catholic faith life and abides by the teachings of the Catholic Church. In some cases, this requirement may be satisfied by a person who has some knowledge of the Catholic faith and is willing to function in a manner consistent with the mission of the Catholic Church
- Attitude of service, honesty, acts with integrity
- Possesses patience, flexibility, adaptability and a sense of humour
- Trustworthy, makes sound judgments, seeks counsel of others
- Undertakes lifelong learning

The position is full-time and includes a benefit package after the waiting period.

Please submit your application letter and resume to chancery@edmontoneparchy.com by Friday September 15, 2023.