



## Communications Specialist

### Position Summary:

The Canadian Baptists of Atlantic Canada are looking for an experienced **Communications Specialist** to create and implement communication strategies that will support CBAC goals, enhance our church and partner relationships, grow an understanding of the CBAC, increase visibility and effectively engage all stakeholders. Candidates excited about developing and applying communications based on current CBAC vision and mission with originality, excellence and passion, mindful of today's realities but engaging into the future, are welcome to apply. Working closely with the executive Minister and the leadership team, the preferred individual should be able to continue the development and management of the CBAC's current communications platforms including

- website, social media, email, handouts, brochures, multimedia programs, videos, app.

Using extensive and comprehensive writing skills, the Communication Specialist will write as well as edit team-initiated in-house material. Maintaining and ensuring information on the website is up-to-date and continues to be engaging will also be a major responsibility. Further responsibilities include:

- Oversee, manage, update CBAC Database (collaborate with and encourage other CBAC staff who provide updates);
- CBAC Yearbook;
- CBAC Brand management (logo, language, colours, fonts), ensuring our distributed content aligns with the CBAC identity and messaging across all platforms;
- Oasis (yearly assembly) – develop and lead a team responsible to plan, design & implement;
- Working closely and cooperatively with all CBAC departments in content creation;
- Creative communication development and implementation to CBAC churches.

To be successful, the candidate will need to have excellent organizational skills, be engaging, responsible, proactive, collaborative, pleasant and kind, meet deadlines, have exemplary time-management and planning skills and communicate clearly and effectively. Our ideal candidate will have a good working knowledge of the CBAC and its constituency and be familiar with its scope.

The Responsibility Level of this position is Organizational Support.

This is a full-time position located at the CBAC office in Moncton, NB. This position reports to the Associate Executive Minister/Director for Congregational Renewal under the direction of the Executive Minister. Salary to be negotiated.

### Desired skills and experience for a preferred candidate:

1. Proven track record in communication or related fields (3 to 5 years' experience);
2. Experience of social media and writing for web;
3. Strong computer skills and experience with MS Office and Adobe Creative Cloud (or other comparable editing software), willingness and ability to learn new programs as needed;
4. In-depth knowledge and experience with WordPress, high degree of comfort with a variety of design and editing programs;
5. Convincing writing style; strong editing & language skills with attention to detail;
6. Experience with equipment such as cameras, lighting, audio recording and similar tools;



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7. Able to interact with a broad base of individuals, churches, organizations, etc., to receive and provide information;
8. Collaborative, excellent organizational skills, team player, high integrity & autonomy, able to prioritize & coordinate multiple projects, self-motivation, teachable, sense of humour essential along with a flexible working style;
9. Undergraduate degree in Communication or related fields preferred though a combination of experience and education will be considered.
10. Evidence of a Christian conversion; demonstrated life lived in keeping with biblical standards through local church involvement.
11. Baptist conviction – a member in good standing of a CBAC church (or a sister Convention or Union affiliated with the Baptist World Alliance) or willing to become a member of a CBAC church, knowledge of CBAC churches and Associations, committed to CBAC objectives

**The candidate must:**

- Be willing to sign the Covenant of Christian Workers document and a confidentiality document as conditions of employment,
- Understand that the interviewing process will include background/reference checks & may include pre-employment assessments and meeting with an approved counsellor who will provide a report to the Executive Minister.

**About Canadian Baptists of Atlantic Canada**

Believing that a relationship with God through the death, burial and resurrected life of Jesus Christ, is the only effective way for real change to occur in the lives, homes and communities of Atlantic Canadians, some churches joined together over a 100 years ago, in a mission partnership to more effectively communicate and minister to Atlantic Canada and the world. This CBAC partnership has resulted in impactful ministry far beyond our size, both overseas through CBM and in Atlantic Canada through Crandall University, Acadia Divinity School, the Baptist Foundation, and other daughter organizations. Ours is a grass-roots movement with the office of the CABC implementing ministry determined by the decision of CBAC churches in a variety of ways including the development of standards of practice, certification programs, face-to-face networking opportunities, leadership support, conferences, and so much more. Our mission is to join God in changing Atlantic Canada, one neighborhood at a time. We are a non-profit charity associated with Canadian Baptists across Canada.

**How to apply:** Those interested in applying are invited to contact CBAC Human Resources **only by the following method:** Email a complete Resume including links to any pertinent, applicable communication work you have done and at least three reference contacts (telephone numbers and email addresses-you may include the references as a separate document. No reference letters will be accepted.) to:

[humanresources@baptist-atlantic.ca](mailto:humanresources@baptist-atlantic.ca)

**Important note:** To ensure that your resume is successfully submitted, please put a cover letter, resume and any other information in ONE document (for security reasons we will only accept PDF files) and use a unique file name such as '*yourname.pdf*'. **Always include the job title in the subject line of e-mail submissions. Deadline for applications:** Your resume should be received by end of business day (5:00 pm), November 16, 2018. Interviews will be conducted for selected candidates.

Mailing: PO Box 6003 Moncton, NB E1C 0V7 Civic: 333 Gorge Rd., Suite 130 Moncton, NB E1G 3H9  
P: (506) 635-1922 F: (506) 635-0366 [baptist-atlantic.ca](http://baptist-atlantic.ca)