



Name: Jan Cameron
Email: rivercross.recruiting@gmail.com

Church Name: RiverCross Church
City/Town: Saint John
Province: New Brunswick
Community Type: Urban

Position Description: To act as the church's Communications Coordinator and Administrative Assistant. Communications Coordinator – to create and implement a communications strategy for the church including internal publications, social media, website content, and printed material for various church activities. Administrative Assistant – to provide general administrative support for the church and the staff.

Key Responsibilities Include:

- Coordinate booking the calendars for both the RiverCross Church and RiverCross Mission
- Handle incoming and outgoing correspondence – by phone, mail, email, and social media
- Create and manage content on the church website using an integrated content management system – so that it is a current, reliable resource about the church's events and activities
- Oversee and promote the church's social media accounts on Facebook, Twitter, etc
- Manage the church's documents, including weekly bulletins and the annual report
- Photocopy materials for weekly activities and special events
- Maintain church membership and email lists
- Design materials for special events at the church – such as Christmas musical, Easter services, and family events
- Assist Treasurer and Financial Secretary with day-to-day church financial tasks
- Other administrative and communications tasks, as they arise

Full-Time/Part-Time: Full-Time

Average Sunday Attendance: More than 500