

## Communications Coordinator

**Westwood Church – Prince George, British Columbia**

### Position Details

**Job Title:** Communications Coordinator

**Employment Type:** Permanent part-time (20 hrs per week)<sup>1</sup>

**Reporting to:** Director of Ministry Mobilization and Administration

### Compensation & Benefits

- \$27.00 per hour
- Paid time off (vacation, sick days, holidays)

### Why You Will Love Serving Here

At Westwood Church, we believe that following Jesus changes lives! For over 65 years, Westwood has been part of the Prince George community, and today we are a vibrant, multi-generational and multi-ethnic church passionate about helping people grow in faith and experience the love of Christ.

You'll find a church family that values authentic relationships, joyful worship, and faithful teaching of God's Word. We are a community shaped by an Anabaptist heritage that emphasizes teamwork, shared ministry, and equipping every believer to live out their gifts and calling.

Westwood is also deeply connected to our city. Through ministries like our Microchurches and Oasis ESL Ministry, we love welcoming people from all walks of life. Our church includes families, singles, youth, seniors, and newcomers — and we love doing life and ministry together.

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<sup>1</sup> Please visit Westwood Church's website for information on other part-time administrative positions currently posted. We are open to combining part time roles to make a full-time position for candidates with the appropriate skillset / experience.

## The Kind of Team Member Who Thrives in this Role

- Loves Jesus and is constantly growing in their relationship with Him
- Is committed to Christ's authority and obedience to God's word
- Has a genuine heart for the local church
- Understands the church mission and views the administrative work as a ministry
- Is proficient in Microsoft 365 and Google Workspace applications
- Has considerable experience with desktop publishing, website management, and organizational communications
- Is adept at handling multiple tasks, prioritizing conflicting demands, and managing schedules effectively
- Brings creativity, initiative, and organizational skills
- Enjoys building teams and helping others use their gifts
- Values collaboration and shared ministry
- Is in agreement with the [Mennonite Brethren Confession of Faith](#) and [Westwood's mission, vision, and values](#)

## What You'll Be Responsible for Includes

- ✓ Working with the Director of Ministry Mobilization and Administration, create a communication plan and ensure it is shared with staff / ministry leaders
- ✓ Ensuring all communication materials related to Westwood ministries, including weekly emails, announcement slides, printed materials, promo materials, and signage are created (directly and through equipping non-staff team members)
- ✓ Keeping website up to date (write, edit, and create engaging content)
- ✓ Managing social media platforms Westwood utilizes
- ✓ Keeping the church family directory up to date
- ✓ Recruiting, training, and supporting non-staff team members to assist in this ministry
- ✓ Creating and maintain processes and procedures documentation related to the role
- ✓ Backing up other support staff as appropriate when needed

Please submit your cover letter, testimony, and resume to [holly@westwoodchurch.bc.ca](mailto:holly@westwoodchurch.bc.ca)

**Application deadline:** Posting open until filled (if posting is up, the position is open).