



Job Description

Job Title:	Internal Communications Co-ordinator 20 hrs
Department:	Resource Development – Communication Team
Reports To:	Resource Development Team Lead
Status:	Exempt 20 hours per week
Prepared By:	Cecilia Eggleston
Prepared Date:	October 2019
Approved By:	Governing Board HR Team
Approved Date:	November 2019
Job Duties, Responsibilities, Qualifications, and Requirements	
Job Summary	<p>Making MCCers around the world feel more connected with each other and with the denomination. Ensuring excellent communication of news and information within MCC, through regular email updates, information on the website and other appropriate channels, within the agreed Communication plan. Working with churches and local leaders internationally to share stories of success and challenge. Supporting churches with their communication strategy during times of difficulty.</p>
Essential Duties and Responsibilities	<p>Encourage a culture of sufficiency and generosity</p> <p>Ensure that diversity and inclusion are embedded and measured in our work</p> <p>Produce regular e-newsletters which share MCC news from around the world</p> <p>Manage email subscription lists</p> <p>Work with colleagues to develop strategic campaigns to engage and inform MCC members</p> <p>Develop links with MCCers around the world to gather new stories and photos, so that our news reflects our global reach and diversity</p> <p>Work with Moderator, Governing Board, Council of Elders, colleagues and others to prepare information, updates, reflections and weekly prayers, and other communications as necessary</p> <p>Ensure that all the above communications are translated appropriately</p> <p>Work with colleagues to send out resources for liturgical seasons and significant social justice events</p> <p>Update the content of the MCC website as necessary</p> <p>Work with churches and local leaders to effectively manage communication, particularly in times of difficulty</p> <p>Co-ordinate crisis support between local churches, Council of Elders, Network leaders etc in times of emergency</p> <p>Respond to general enquiries about MCC through info@</p>

Marginal Duties	
Supervisory Responsibilities	Work with news gathering volunteers
Required skills, education and experience	<p>Fluency in written and spoken English</p> <p>Excellent communication skills</p> <p>Experience in journalism, marketing, blogging, newsletter creation</p> <p>Experience in working collaboratively on writing reports, updates etc</p> <p>Experience of working internationally and with diverse languages</p> <p>Excellent understanding of how to ensure diverse representation within communications</p> <p>Competency with Salesforce database</p> <p>Proficiency in Microsoft Office Word, Excel, and PowerPoint</p> <p>Able to prioritise, multi-task and manage a busy workload</p> <p>Able to comply with MCC policies and procedures</p> <p>Ability to quickly and effectively communicate in a fast pace environment in which much interaction occurs through phone, email, messaging, Skype, and virtual meetings</p>
Desirable skills, education and experience	<p>Graphic design experience</p> <p>Basic video editing experience</p> <p>Experience of working in a non-profit or church context</p> <p>Familiarity with Google Docs, Google Drive, Adobe Connect, Constant Contact</p> <p>MCC is an international organisation, so competence in a language other than English is an asset</p> <p>Good understanding of copyright and other relevant law</p>
Personal characteristics	<p>Team Player</p> <p>Has integrity</p> <p>Self motivated</p> <p>Ability to maintain confidentiality</p> <p>Flexibility and positive attitude</p>
Physical Demands	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee will need to complete the majority of tasks on a computer (PC or Mac). The employee will also need to be able to access internet in a home office.</p> <p>Vision abilities include vision needed to work on a computer, read typed and handwritten notes, received email and messages, access Microsoft Office software (software provided) Facebook, Skype, Adobe Connect, Constant Contact and Google Drive.</p>

	<p>In performance of the duties of this job, the employee may be required to travel occasionally, drive a motor vehicle, and communicate using telephone, email and other systems of communications as needed (i.e. Skype).</p>
Work Environment	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The employee will work from a home office the majority of 37.5 hours each week. Compensation for mileage is not included in the salary.</p>
Other Important Information	<ul style="list-style-type: none">● Part-time, 20 hours per week● Location: home office, with occasional travel● Relocation package is not available