



SCHEDULE "A"

Job Title	Communications Specialist
Department	Communications
Location	Prince of Wales Campus
Band/Salary Range	C/TBD
HR Contact	Caitie Clarke cclarke@metbiblechurch.ca
Will Train Applicant(s)	Yes
Track	Operations
Supervisor	Manager of Communications
Travel Required	Within city limits
Position Type	Full-time
Date Posted	N/A
Posting Expires	N/A
Send cover letter & resume to	employment@metbiblechurch.ca

Position Summary

The Communications Specialist supports the The Met's Communications team via visual and creative channels, communicating the mission and ministries of the church. This full-time, coordinator-level role focuses on graphic design, video production, and social media management, working closely with the Communications Manager to ensure consistency in messaging and branding across platforms. The ideal candidate is creative, detail-oriented, and passionate about using digital tools to tell compelling gospel-centered stories.

Reporting Relationship

Reports to the Manager of Communications

Experience and education

Qualifications

- Diploma/degree in Graphic Design, Communications, Digital Media, or related field.
- 2+ years of experience in content creation, preferably in a ministry or non-profit setting.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, InDesign) or equivalent tools such as Canva and DaVinci Resolve.
- Experience managing social media accounts professionally.
- Skilled in photography, video shooting, and editing.
- Strong visual storytelling ability and attention to detail.
- Excellent time management and ability to work under deadlines.
- Committed Christian aligned with The Met's theological convictions and mission.

Other

- Must be a member Metropolitan Bible Church or able to complete the membership process within six months of joining.

Relational Style

- Respectful, approachable, cooperative, and trustworthy—consistently reflecting The Met’s vision and values.
- Demonstrated ability to build rapport with volunteers and lead teams with encouragement and clarity.
- Able to collaborate across multiple departments and balance competing priorities with grace.
- Skilled at managing and prioritizing multiple projects and deadlines effectively.
- Proactive in identifying challenges and navigating bottlenecks before they escalate.
- Exercises sound judgment and mediation skills in interpersonal and team dynamics.
- Self-motivated, with a proven ability to inspire and mobilize others toward shared goals.

Role and Responsibilities

Creative Design & Content

- Create ministry-specific graphics in response to communications requests for both, digital and print media for ministry use.
- Design graphics for church-wide initiatives including announcements, sermon series and special events such as Missions Conference, Fall kick-off, Special services and gatherings like Christmas, Easter and Outreach events.
- Prepare YouTube thumbnails, social media posts, YouVersion events and other graphics as required.

Social Media & Digital Engagement

- Collaborate with the Communications Manager to develop and implement a social media strategy monthly, quarterly and annually.
- Manage and update all social media accounts (Instagram, Facebook, YouTube) with engaging, mission-aligned content.
- Monitor social media engagement and track performance metrics.

Video Production & Photography

- Capture/film and edit video content for ministry and other event promotions, ministry specific highlights for reels, story, or newsletters and other comms channels for church engagement
- Photograph special services, regular ministry gatherings and special events; organize and manage digital photo storage and sharing for staff use throughout the year.

Platform Support

- Assist with weekly YouVersion updates to align with sermon series.
- Ensure brand consistency across all visual communication channels.

Work Environment

- Fast-paced, highly collaborative, and purpose-driven.
- Requires availability on Sundays and during seasonal events.



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- Hybrid of administrative, strategic, and hands-on creative work.

Additional Notes

- Please advise us of any accessibility-related accommodation in your cover letter (or email).
- This job description is subject to change or revision at any time during employment. By accepting an offer of employment, the employee acknowledges and agrees to this condition.



SCHEDULE "B"

DOCUMENTS AVAILABLE ON <https://www.metbiblechurch.ca/member-resources>

1. Metropolitan Bible Church Ministry Corporation Bylaw May 26, 2024
2. Metropolitan Bible Church Property Corporation Bylaw May 26, 2024
3. Personnel Manual (available upon acceptance)