



PROVIDENCE

Position: Communications Coordinator

Providence University College and Theological Seminary

Location: Otterburne, Manitoba, Canada

Type: Full-Time Salary

Link: www.prov.ca

ABOUT PROVIDENCE

The Providence campus is on 100 acres in southern Manitoba, 30 minutes south of Winnipeg (the Province's capital city) near numerous towns that offer opportunities for involvement in church and youth ministry.

The vision of Providence is to be identified among Canada's foremost Christian universities as a learning community that transforms students into leaders of character, knowledge, and faith, to serve Christ in a changing world. A Christian academic community in the evangelical tradition, Providence teaches people to grow in knowledge and character for leadership and service.

ABOUT THE POSITION

Reporting to the Vice President External Relations, the Communications Coordinator is an innovative and entrepreneurial individual who works as part of the External Relations team to promote and leverage Providence through its various media. The Communications Coordinator would be in charge of creating content and website management in a way that packages ideas into powerful messaging which captures attention and motivates minds.

RESPONSIBILITIES

- Identify, develop and manage creative content.
- Communications as it relates to Media and Government.
- Create and develop the website, mobile apps and print publications.
- Supervision of student practicums for the Communications and Media students.
- Management of the website.
- Update donors on a quarterly basis, with thank you letters.

PERSONAL COMMITMENT

- To be in good standing with a local church;
- An enthusiastic personal faith commitment;
- A commitment to Christian higher education and to Christian ministry;
- Affirm the Covenant of Faith of Providence University College and Seminary as outlined in the Staff Handbook;
- Able and willing to uphold the Covenant of Community Life and model conduct accordingly.

EDUCATION & QUALIFICATIONS

- University degree: Creative Communications, Journalism, Web Development or Marketing, preferred;
- Minimum 3-4 years' experience without a formal university degree, less experience required if the individual has a university degree in the field;
- Proficient in MS Office 365;
- Specialized knowledge of the Media industry (web, mobile, print, radio, etc.);
- Web management experience;
- Various desktop and internet-based programs;
- Adobe Photoshop;

COMPETENCIES

- Innovative thinker/Visionary: Ability to translate strategic thinking into action plans;
- Initiative: A willingness to take on responsibilities and challenge;
- Communication: High competency in both oral and written and interpersonal communication;
- Dependability: Reliable, responsible, and dependable, and fulfilling obligations;
- Attention to Detail: Attentive to detail and thorough in completing work tasks;
- Creativity: A large degree of creativity and latitude is required;
- Multi-task: Ability to work on multiple tasks, ability to prioritize;

WORK ARRANGEMENT

- This is a full time position with a 37.5 hour per week work schedule. Normal business hours are 8:15 AM – 4:30 PM, Monday-Friday. (2 - 15 minute coffee breaks; 45 minutes for lunch)
- Providence is a faith-based institution and all staff are required to agree to a code of conduct. Our Staff Handbook outlines all institutional expectations, responsibilities, and benefits.

APPLICATION INSTRUCTIONS

- To apply, submit a cover letter and resume by email to hr@prov.ca.
- Consideration of applications will commence on January 4, 2019. and will continue until the position is filled.
- We thank all applicants for their interest, however, only those selected to interview will be contacted.
- Questions regarding this position can be sent by email to hr@prov.ca.