

**Seventh-day Adventist Church in Canada
Job Opening
COMMUNICATION ASSOCIATE DIRECTOR**

The Seventh-day Adventist Church in Canada (SDACC) is looking for a permanent, full-time **Communication Associate Director**, who will have primary responsibility for consultative and leadership duties for the improvement and growth of communication and media work in the SDACC. The Communication Associate Director is part of the Communication/Messenger team and is also in charge of operations for Hope Channel Canada's network and studio work.

A detailed job description follows. Interested candidates are invited to submit their resume to **Cathy Anderson**, at anderson.cathy@adventist.ca by **April 2, 2023**.

Please note that only successful applicants will be contacted for an interview.

POSITION DESCRIPTION

SEVENTH-DAY ADVENTIST CHURCH IN CANADA (SDACC)

Position Title: Communication Associate Director

Department: Communication (SDACC)

Category: Exempt

Wage Range: 89%–103%

Credential: Ministerial/Commissioned Minister Credential

Type: Permanent, Full Time

Education: BA/Sc degree in Communication or equivalent. Master's degree preferred.

Accountable to: Communication Director

Date Written: February 2023

POSITION SUMMARY: The SDACC Communication Associate Director has primary responsibility for consultative and leadership duties for the improvement and growth of Communication and Media Work in the SDACC. The Communication Associate Director is also in charge of operations for Hope Channel Canada, seeing to the daily function of Hope Channel Canada's network and studio work.

QUALIFICATIONS, KNOWLEDGE AND SKILL:

- Committed to the ideals of the Seventh-day Adventist Church.
- Must possess demonstrated skills, knowledge, and experience in the field of communication, with strong creative, strategic, analytical, organizational, and personal communication skills.
- Experience in training, coaching, mentoring and supervising production staff, as well as experience overseeing video and film production, editing, and distribution.
- Demonstrated experience in TV/film recording and in live streaming/live production environment, both in the studio and on location.
- Experience in audio/video computer software (e.g., Final Cut Pro, Adobe Premiere, DaVinci Resolve, Pro Tools, Logic Pro) and literacy in word processing, presentation and database management software (Microsoft Word, Excel and PowerPoint).
- As a member of the SDACC Communication office, the Communication Associate Director must possess oral and written communication skills, including the ability to speak in public when required.
- Able to manage multiple projects at a time.
- Must have a keen interest in the fulfillment of the gospel commission utilizing communication in various media formats, including new and creative programs, shows, films, series for print media, TV, social media and web distribution, as well as new media that may be created in the future.
- Expected to approach his/her work and working relationships with a high level of professionalism, to possess knowledge of church structure and organization, to

competently perform administrative functions, to develop long and short-term plans for media growth and marketing, and to establish and maintain effective relationships within the SDACC office and with communicators across Canada.

- Must possess the ability to effectively present facts and recommendations in both oral and written form.
- Experience and demonstrated successful track record in fundraising is a desired asset.

LEADERSHIP ROLE: The SDACC Communication Associate Director leads by serving others. S/He is committed to the growth of people by encouraging, coaching, and mentoring others. S/He leads by example, and demonstrates the skills of personal integrity, practical wisdom, good taste, and sound judgment.

AUTHORITY, ACCOUNTABILITY: The SDACC Communication Associate Director reports to the SDACC Communication Director.

ESSENTIAL JOB FUNCTIONS:

- Share with the Director the responsibility of being a consultant and resource person to Conference Communication personnel and those responsible for media production at the Conference level. While there is no direct line-staff relationship with Conference personnel, the influence and interaction results in an acceptance of the collegial relationship with said personnel.
- Support the Director in developing and promoting branding and outreach/evangelistic resources for Conferences and churches in the SDACC.
- Work as member of the Communication/Messenger team, which includes the Director/Editor, the Administrative Assistant, the Graphic Designer, and the Editorial Coordinator for Le Messenger.
- Participation in the planning, implementation and evaluation of communication, media, press, and fundraising strategies in the SDACC.
- Travel to specific events across Canada and abroad with the purpose of covering the news and representing the Communication Department.
- Responsible for coordinating simultaneous productions, making sure they are delivered within the prescribed deadline.

BOARDS/COMMITTEES MEMBERSHIPS: By virtue of the office, the Communication Associate Director is a member of the following boards and committees:

- Messenger Editorial Committee (member)
- SDACC Communicators Committee (member)
- Hope Channel Canada Content Committee (member)
- Hope Channel Canada Board (invitee)

OTHER DUTIES AS ASSIGNED: The Communication Associate Director is required to take on other duties as assigned and according to the priorities of the Communication Department.

EDUCATION/EXPERIENCE/CREDENTIALS: B.A./B/Sc. in Communication or equivalent is required. A Master's Degree is desirable.

PHYSICAL REQUIREMENTS: The Communication Associate Director must be able to read, speak, hear, and effectively communicate both orally and in writing. Inasmuch as the incumbent is an exempt employee, it is expected that s/he will work the hours required to complete

assignments (no less than 38 hours per week). Some standing, walking, bending, kneeling, carrying of equipment, etc., is required. S/He must be able to travel extensively within Canada and abroad.

WORKING CONDITIONS: Essential responsibilities are performed in a sedentary and comfortable manner. Tasks are usually performed under normal office and/or studio conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult while traveling with some irregularity in hours.