

Job Description: Communications Officer

Organization: Anglican Diocese of Edmonton

Position Type: Full-Time (1.0 FTE) **in office full-time**

Salary Range: \$60,000 – \$75,000 per annum plus pension and benefits

Location: Edmonton, AB

Position Overview

The Anglican Diocese of Edmonton is seeking a creative and collaborative Communications Officer to share the stories, ministries and mission of our diverse diocesan community. The Diocese includes both rural and urban parishes of varying levels of communications capacity. The Communications Officer will support parishes of all sizes in sharing their stories, strengthening local communication practices and participating fully in diocesan life.

The successful candidate will ensure the mission and vision of the Diocese are expressed clearly, creatively, and consistently across our digital platforms. By combining strong storytelling and digital communication skills with a relational, and service-oriented approach, they will drive proactive change across our community. They will hunt for stories of witness, leverage data-driven insights, and ensure our visual branding reflects a modern, discipleship-focused community. Additionally, they will develop and execute campaigns for Diocesan events while using exceptional collaborative skills to build strong, supportive relationships with parishes.

Key Responsibilities

Digital and Print Publications:

- **Weekly Newsletter:** Writing and sending the *Synod Scene*
- **Monthly Paper:** Writing, layout, and editing for *The Messenger*
- **Social Media:** Basic posting and community management (Meta platforms).
- **Website Maintenance:** Basic updates and handling support requests from parishes.
- **Diocesan Events:** Promotional support and graphics for major events.
- **Discipleship Support:** Managing mailing lists and promoting established programs (*Revive, Cursillo*).
- **Visual Branding:** Basic graphic design for the Synod Office and Diocesan Leadership.

Strategic Rebuilding and Branding:

- Lead and execute the transition of *The Messenger Newspaper* to a digital-only publication
- Strategic oversight of *Synod Scene* to appeal to a broader audience, and grow its subscription base
- Revitalize Diocesan social media platforms and increase engagement
- Ensure all Diocesan platforms are consistent in branding, tone and voice

- Leverage SEO and other analytics to increase our digital presence on all platform

Proactive Storytelling and Media:

- Generate and produce original compelling personal stories that reinforce the mission and values of the Diocese
- Create compelling social media posts, with an emphasis on highlighting stories of living out the Christian faith in a modern world.
- Develop a network of contacts to support the work of telling the story of the Diocese
- Plan and generate an annual communication strategy and schedule.

Technical Management and Growth:

- Offer basic communications support to parishes upon request.
- Oversee community management and posting across Meta platforms
- Implement tracking for social media and website traffic to measure effectiveness and pivot strategies based on data.
- Require familiarity with (Canva, MailChimp, Adobe Software, Microsoft)
- Willingness to acquire familiarity with other programs used within the Diocesan communications department. (Breeze, SurveyMonkey, Wix.)
- Willingness to answer phones in office.

Qualifications and Skills:

- Exceptional skills in writing, editing and visual design
- Familiarity with the Anglican faith an asset.
- Strong interpersonal and networking skills
- Ability to work and communicate well with others in a team environment.
- Proven track record of executing communication campaigns, integrating marketing, social media, websites, email and in-person promotion
- Basic website management skills
- Demonstrates ability to leverage digital audience analytics
- Post secondary diploma/degree in communications, public relations, marketing, journalism, or a related field or equivalent experience.
- Experience providing strategic communication advice to leadership

Minimum 3 years experience in media, communications or marketing

Regular work schedule is Monday - Friday, but some flexibility may be required to attend events in the evenings and on weekends. Attendance at weekly staff meetings within office hours is expected.

Must possess a valid Canadian driver's license and be willing to travel to various parishes, including rural communities, throughout the diocese.

How to Apply:

Please submit your resume, cover letter outlining your experience with digital transitions, and a brief portfolio of writing or design work to the Assistant to the Bishop, Sarah Kemp assistant@edmonton.anglican.ca

Application Deadline: September 17, 2026