



Director of Communications & Operations

Role Overview

Are you a leader who thrives in creating clear, compelling communications? Would you love to work for an organization that builds into Churches and Christian leaders across Canada?

This unique full-time role allows you to utilize creative skills to lead projects and teams. Your day-to-day responsibilities are to work with the Executive Directors to build marketing plans while also overseeing data and contractors who assist our team. You'll be working with IT integrators, Salesforce contractors, and our internal team to ensure that our data systems are working effectively.

You'll also have the unique opportunity to work with the Executive Director as the primary organizer of the GLS in Canada. Coordinating team activity and helping the team reach its organizational objectives.

Location: Ottawa, Canada

Position Classification: Full-time, permanent

Role Responsibilities

Communications & Marketing: (70%)

Communications

- Develop monthly communications plans with ED. Ensure plans are executed with excellence.
- Oversee copywriting/editing for ED, marketing, and team communications.
- Lead marketing contractors in the areas of social media & email messaging.
- Build internal assets as required.
- Liaison with GLN US/Global marketing teams.

Web Assets

- Oversee out-facing websites, including development.
- Maintain accuracy and branding of event registration pages.
- Build & maintain video asset library.
- Oversee development & content for GLS Host Portal.

Host Site communications and marketing liaison

- Work with Host Site communications teams / promotional strategists to build marketing and communications plans.
- Create Summit Central assets & workflows for Host Sites.



GLS Operations (30%)

- Build and lead GLS Operations/Communications Plan
 - o Weekly and monthly goals and tasks.
 - o Lead GLS team meetings.
- Maintenance of Data Systems
 - o Manage external contractors.
 - o Oversee IT integrations (website, registration, Salesforce).
 - o Oversee donation software.

Skills & Attributes

Personal Skills

- Detail-oriented, organized, critical thinker.
- Able to see the needs of the team and lean in to help.
- Loves people and desires to help them grow and succeed.
- Action-oriented leader and servant-hearted team player.

Technical Skills

- High proficiency in communications, copywriting, and editing.
- High proficiency in Word, Excel, PowerPoint.
- Experience in project management.
- Basic graphic design and video editing skills.
- Working knowledge of WordPress, Canva, Adobe.

Tools we use:

- Office 365 Suite (Excel, Word, PowerPoint)
- Salesforce
- Monday.com
- Brushfire
- WordPress
- Canva
- Adobe

Compensation

- Based on qualifications and experience
- Competitive with not-for-profit remuneration in the Ottawa region
- Full benefits package

Do you think this sounds like you? Let's chat!

Apply at jointheteam@globalleadershipnetwork.ca