



JUBILEE
UNITED CHURCH
A CONGREGATION OF
THE UNITED CHURCH OF CANADA

Sussex: 6000 Sussex Ave. Burnaby, BC V5H 3C2

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*Jubilee United Church gives thanks and acknowledges
that we worship on the shared, ancestral
and unceded territories of the
hənq̓əmin̓əm' and Skwxwú7mesh speaking peoples.*

Communications Assistant September 2025

Position Overview

The Communications Assistant will creatively and effectively communicate the mission, values, and activities of Jubilee United Church and our faith community to the broader public, fostering engagement, awareness, and connection beyond our congregation. This position is ideal for a versatile, media-savvy, detail-oriented individual with exceptional writing skills. Jubilee United Church is an affirming church that welcomes diversity, embracing all individuals regardless of factors that have historically and systematically marginalized them.

Accountability

The Communications Assistant is responsible to the Lead Minister and liaises regularly with other Ministry and Administrative staff.

External Communications

- Develop and execute strategies to share the church's story with the wider community
- Create compelling content for social media, newsletters, and local press
- Design and distribute promotional materials for events, outreach programs, and initiatives
- Maintain and update the church website with fresh, engaging content
- Build relationships with local media and community organizations

Content Creation

- Capture and curate photos, videos, and testimonials that reflect the church's mission
- Design graphics and infographics using tools like Canva or Adobe Suite
- Ensure all materials align with the church's branding and theological values

Social Media & Digital Presence

- Manage and grow the church's social media platforms (e.g., Facebook, Instagram)
- Monitor engagement and respond to inquiries or comments
- Run targeted campaigns to promote events and outreach efforts

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Collaboration & Strategy

- Work closely with pastoral staff and outreach teams to align messaging
- Attend occasional staff meetings or planning sessions (virtually or in person)
- Provide insights and analytics to improve communication effectiveness

Skills & Qualifications

- Strong written and verbal communication skills
- Experience with digital marketing, social media, and graphic design
- Familiarity with faith-based language and values
- Ability to work independently and manage time effectively
- Warm, welcoming, and creative personality
- A Level 2 Criminal Records Check

Core Competencies for Performance

- Attention to Detail
- Excellent Verbal and Written Communication Skills
- Helping Orientation
- Integrity and Maturity
- Multi-Tasking Ability
- Initiative
- Interpersonal skills
- Collaboration and Congeniality
- Problem-Solving Skills
- Creativity and Innovation
- Time and Priority Management

Terms

- **Hours:** 10 hours per week, flexible schedule
- **Location:** Hybrid (some remote work possible)
- **Compensation:** \$25/hour

