



## **COMMUNICATIONS POSITION - for Nazarene Compassionate Ministries Canada**

Nazarene Compassionate Ministries Canada (NCM Canada) is a ministry of the Church of the Nazarene Canada, a corporation and charity registered pursuant to the laws of Canada with Registration No. 127875276 RR0001. As a ministry of the Church of the Nazarene Canada, NCM Canada seeks to fulfill the objects of the Church of the Nazarene Canada and reflects the mission, vision and values of the Church of the Nazarene Canada.

For our Mission, Vision, Values, and Approach - Please visit our website [www.ncmcanada.ca](http://www.ncmcanada.ca)

This position is for 30 hours per week and for 16 weeks. Start Date: May 3, 2021. Pay: \$16 per hour.

**Supervision and Accountability:** Direct accountability to the Executive Director. Accountability to and coordination with the staff team through weekly meetings. On a daily basis works closely with current administrations / communications staff person. Communication and supervision will be through Zoom and What'sApp or Microsoft Teams.

The Communications person works with current NCM Canada staff on communication and promotional materials and will work primarily out of their home office. (Most staff work remotely under normal circumstances.)

### **Required Qualifications:**

College /University student preferred. Also open to non-student applicants or graduates with the required skills and / or experience.

Skills /experience in communications and in developing content for communications on social media platforms, in power-point presentations, and in video production etc. Must be a good listener with excellent communications skills (written and oral) and people friendly. Written and oral skills in French and / or Spanish is a definite asset as we plan to translate our communications into French and Spanish. Must be a self-starter and have home office space with desk available and reliable internet. Computer and necessary equipment will be provided as needed. Preference for applicants who are fluent in English and French, or English and Spanish, or all three languages.

### **Summary of Responsibilities:**

Creation of communications content on Facebook, Twitter, Instagram and YouTube and also for website. Communicating with donors / supporters as to their need for promotional materials. Gathering and compiling information from local churches regarding their ministries of compassion and creating communications to celebrate this. Editing and translation of current communications pieces. Production of new powerpoints / presentations / communications for events and for local churches; revision of gift catalogue; mailing; other clerical or communications tasks. Full job description is available upon request.



**Worker(s) Application Form (Adults)**

NCM Canada in its programming, cares for vulnerable people. We have a zero tolerance for any kind of abuse or harassment including sexual abuse and exploitation. Our hiring process, our code of conduct and our policies and procedures reflect this.

**Personal Information**

Full Name

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Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Phone Number (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Personal History**

Position or Ministry Role Applied For

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Levels of Education Achieved (Degree, Diploma, Certificate, etc. Indicate Educational Institution and year)

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Current Employer (or contract) and Occupation (describe responsibilities / tasks completed)

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Employment History (employer, dates, position, reason for leaving)

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Specialized Training / Skills relating to the Position/Ministry Applied For

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Hobbies, Interests, Volunteer service or other skills

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**Note:** Enclose a resume if it provides additional information....

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**Christian Church / Ministry Affiliation or Membership** (NCM Canada is a ministry of a Church and the communication will involve contacting local churches and therefore church attendance / affiliation particularly with the Church of the Nazarene, would be a definite asset)

Church Attended Currently (in person or on-line) \_\_\_\_\_

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How long have you attended this Church?

Do you regularly attend (2 or more services a month)?

Yes  No

Are you a member of the Church of the Nazarene?

Yes  No

If attending a church from another denomination, please describe below....

Note: NCM Canada requires all of its employees to sign that they are in agreement with our mission, vision, and core values; to sign our code of conduct (code of conduct for the Church of the Nazarene Canada); to have a police check / vulnerable persons check.



## References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. One should be from your supervisor or pastor. Please ask their permission to serve as a reference for you and to give us their contact information.

1. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

How long has this person known you? \_\_\_\_\_

2. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

How long has this person known you? \_\_\_\_\_

3. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

How long has this Person known you? \_\_\_\_\_



**- Release of Information and Declaration of Intent**

I hereby give Nazarene Compassionate Ministries permission to contact the persons named as references to ascertain my suitability for the position applied for. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give Nazarene Compassionate Ministries consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against Nazarene Compassionate Ministries for losses caused by the reference's response.

If hired, I also will provide a police records check, for purposes of my protection against any false allegations and for the protection of those with whom I work. I consent to such an investigation with the understanding that the results will be kept in strict confidence. I agree to adhere to the protection of the vulnerable policies as adopted by this organization.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application is true and correct.

Signature of Applicant \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

The witness should be your pastor or supervisor or someone who is not a close relative.

Submit completed application to Elaine Bumstead (Executive Director, NCM Canada) by March 20, 2021. Submit by email attachment to [elaine.ncmc@gmail.com](mailto:elaine.ncmc@gmail.com)

If you have obtained written letters of reference or have a resume, please include these as well as the completed application.