



DESCRIPTION DE POSTE / JOB DESCRIPTION

POSTE / POSITION : Communications Coordinator

SERVICE : Communications

DATE : April 2026

About Us:

The Canadian Conference of Catholic Bishops (CCCBC) is the national assembly of the Catholic Bishops of Canada. Operating since 1942, it functions as a collaborative body that supports the collective work of its members, the Bishops of Canada, by the coordination of pastoral activities that are relevant at a national level. The CCCBC maintains relations with other national bodies, including other faith groups, the federal government, National Indigenous Organizations, as well as with other Episcopal Conferences around the world, the four Regional Assemblies of Bishops in Canada, and the Holy See.

Summary:

We are seeking a creative and detail-oriented **Communications Coordinator** to join our team. This part time role is essential in enhancing the CCCBC's external communications, raising its public profile by managing content across various platforms, and supporting the Director of Communications.

The Communications Coordinator will be responsible for creating, managing, and optimizing approved content across social media, the CCCBC websites, and other communication channels. Additionally, the incumbent will provide administrative support to the Communications Director, assisting with various tasks and projects. The incumbent is a proactive, organized individual with a passion for faith-driven communication.

Key Responsibilities:

Reporting to the Director of Communications, the incumbent will be expected to perform the following tasks:

1. Content Management:

- Executes content strategies for social media, the website, and other digital platforms to increase engagement and reach

- Creates, curates, and manages published content (images, video, text) across various CCCB platforms in conjunction with other CCCB offices and Director of Communications
- Monitors and analyses content performance using analytics tools, providing regular reports and recommendations to the Director of Communications.
- Helps to align all content with the CCCB's mission, values, and messaging.
- Collaborates with the Communications Director and other staff to develop video concepts that align with project goals and orientations.
- Coordinates video production schedules and ensures timely delivery of projects.

2. Social Media Management:

- Monitors the CCCB's social media presence, including content planning, posting, and community engagement.
- Deploys expertise in using Facebook, Instagram, YouTube, X and other media resources.
- Stays updated on social media trends and best practices to enhance the CCCB's online presence.
- Creates visually appealing graphics suitable for various media channels, including website and social media, for review and approval.
- Drafts content in both official languages that is: a) creative and relevant; b) adapted to the various platforms used by the CCCB; c) consistent with CCCB values, messaging, and style; and d) reinforces the interest of target audiences for the content.

3. Website Management*:

- Maintain and update the public-facing CCCB website in both official languages, ensuring that content, which has been reviewed and approved for the website, is posted quickly, accurately, and in an attractive and engaging way.
- Acts as one of the resource persons for questions concerning the public-facing website
- Maintains content, adds and/or modifies items and pertinent information upon request and with approval.
- Interfaces with Internal IT when needed for backend systems.
- Performs other tasks related to the service and maintenance of the CCCB website

*Back-end IT needs are addressed by the CCCB IT service.



Desirable skills

- Implements SEO best practices to improve website visibility and performance.
 - Monitors website analytics and make data-driven recommendations for improvements.
 - Conducts analyses of programming needs for custom site features.
4. Other assistive responsibilities to the Communications Director:
- Provides administrative support, including scheduling, reviewing correspondence, and coordinating meetings.
 - Assists in the development and execution of communication strategies and campaigns.
 - Conducts research and compiles information for various projects and presentations.
 - Handles other duties as assigned by the Communications Director.

Qualifications:

- Post-secondary degree in Communications, Marketing or a related field or equivalent work experience
- Possesses excellent reading, writing and communication skills in English and French
- Proven experience in content management, social media management, videography, and website management.
- Proficiency with social media platforms and analytics tools (e.g., Hootsuite, Google Analytics).
- Strong understanding of SEO and web traffic metrics.
- Ability to multitask, prioritize, and manage time effectively.
- Creative mindset with strong attention to detail.
- Ability to work independently and as part of a team.
- Familiarity with the Catholic faith
- Ability to manage multiple projects and meet deadlines.
- Strong organizational skills to keep track of design files and revisions.
- Expertise in video production software (e.g., Adobe Premiere Pro, Final Cut Pro), an asset
- Experience with graphic design software (e.g., Adobe Photoshop, Illustrator, Canva).
- Proven Experience with CMS platforms (WordPress an asset).
- Knowledge of CloudFlare, an asset Knowledge of HTML/CSS/PHP/MYSQL, an asset

About the Job:

This is a permanent, part time role – 21 hours per week. The final schedule is to be determined with the Director.

This position has an hourly wage range of \$32.30-\$38.36/hour, with excellent working conditions, including a pension plan after two years of service.

Artificial intelligence is not used within the hiring process.

Reason for Hiring : Vacant Role

Interested candidates are requested to submit a cover letter and a resume to careers@cccb.ca by Tuesday, May 19th, 2026 at 5pm.

The selected candidate will be subject to a background security check.

In accordance with Section 24(1) of the Ontario Human Rights Commission, the CCCB has the right to give preference to Catholic candidates with respect to employment.

In accordance with the Ontario's Accessible Employment Standard, the CCCB welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants but only those selected for an interview will be contacted.