

## **Communications Coordinator**

**Location: Brantford, ON (N3R)**

**Company: Christians for Israel, Canada**

### **Job description:**

The Communications Coordinator plays a central role in ensuring that C4I's message, mission, and ministry impact are communicated clearly and effectively across all platforms. Working in close collaboration with the Social Media Coordinator, Donor Development team, and Manco members, this position strengthens engagement with supporters, partners, and broadcasters through compelling storytelling, consistent messaging, and professional content coordination.

### Key Responsibilities

#### Content Development & Coordination

- Develop, edit, and coordinate written, video, and digital content aligned with ministry priorities and campaign themes.
- Work closely with the Social Media Coordinator to ensure messaging consistency across all digital platforms (Facebook, Instagram, X, LinkedIn, YouTube, etc.).
- Translate C4I project activities and donor impact reports into engaging articles, testimonies, and feature stories for newsletters, website, and publications.
- Support the production of communication materials related to The Prophetic Connection TV series, study guides, and other ministry initiatives.
- Coordinate copywriting for donor letters, ministry updates, and event invitations.

#### Brand & Message Alignment

- Maintain alignment between Canadian and U.S. communications, ensuring unity in tone, message, and theological integrity.
- Ensure that all public communications reflect C4I's commitment to biblical truth, its support for Israel, and its movement-building strategy.
- Collaborate with the Social Media Coordinator to identify storytelling opportunities, visual concepts, and content themes tied to seasonal campaigns and ministry events.

## Publications & Donor Communications

- Manage the development of C4I print and digital newsletters, annual reports, and donor impact stories.
- Work with the Donor Development and Finance teams to ensure timely preparation of campaign communication pieces, receipts inserts, and thank-you letters.
- Support the preparation of content for partner updates and Manco /board communications.
- Liaise with external writers, editors, or designers as needed for specific projects.

## Events, Broadcast & Partner Collaboration

- Assist with communication and promotional materials for donor events, speaking tours, and partner initiatives.
- Support storytelling and photography collection during visits to Israel, ministry partners, or donor gatherings.
- Work closely with content partners globally to align on shared communication goals, particularly around print and digital resource production.

## Required Skills & Experience

- Experience in a church, or para church ministry is a must.
- A passionate faith walk and committed love for Jesus Christ.
- Strong written and verbal communication skills, with proven experience in copywriting and content development.
- Familiarity with digital media workflows (social, email marketing, website content management).
- Excellent organizational and coordination skills with the ability to manage multiple projects simultaneously.
- Basic graphic design or layout skills (Canva, Adobe, or similar) are an asset.
- A solid understanding of C4I's mission, theology, and global context.

## Working Relationships

- **Reports to:** Executive Director

## Collaborates with:

- Director of International Strategic Development
- Donor Development Team
- Finance & Administration Team
- External partners (publishers, production teams, broadcasters)

### Personal Attributes

- Spiritually mature and aligned with C4I's biblical values and statement of faith.
- Detail-oriented, proactive, and self-motivated with a servant-hearted attitude.
- A team player with humility, creativity, and a commitment to excellence.
- Capable of working effectively under pressure and meeting deadlines.

### How to Apply, Work Location, & Logistics:

Apply by sending your resume and a cover letter including your statement of faith to **office@c4i.ca**. We regret that we are unable to acknowledge every application. If you are selected for an interview, we will contact you as soon as possible. The start date is TBD and will be discussed within the interview process.

**Employment Type & Work Location:** Full-Time, In-Person, Brantford

**Pay & Benefits:** From CA\$50,000.00 per year onwards

Application Closing Date: Will close once position has been filled