



Catholic Christian
O U T R E A C H

Communications Generalist

Position Type:	Full Time
Job Region/Location:	CCO Headquarters in Ottawa, ON
Reports to:	Director of Communications
Working Conditions:	Normal Office Conditions
Funding:	Support Team and Partnership Development
Application Deadline:	19 March 2019

Position Overview

Passionate about social media? Love finding the perfect graphic or photo? Eager to bring together teams and tools to create beautiful creative projects? CCO's Communications team is at the heart of sharing the Gospel through these means and more. We produce engaging content that draws people into the New Evangelization and supports CCO's outreach on many fronts. As a member of the team, you'll explore a variety of technical areas, and have the chance to learn and develop the skills to contribute powerfully to the mission.

Main Job Tasks and Responsibilities

- Project management: leads project plans, consults stakeholders, coordinates work and delivery of project.
- Social media: manages and creates social media content in collaboration both within the team and inter-departmentally.
- Collaboration: Initiate, maintain and develop relationships with internal and external partners.
- Content creation: creates original material through a wide range of media.

Education and Experience

- Experience working with the Adobe Creative Cloud—particularly Photoshop, Lightroom, InDesign, Premiere and Illustrator—is an asset
- Post-secondary education and experience in a related field is preferred
- CCO campus experience an asset

Key Competencies

- Pronounced interest in the field of communications and related areas is key
- Must be eager to learn new skills or tools, and further develop existing expertise
- Looking for a team player who seeks collaboration with others, gives and receives feedback well, and can also work independently

Support Team and Partnership Development (STPD)

All CCO staff have the unique opportunity and privilege to rely on God's providence. The successful candidate will develop their own team of financial and prayer supporters who contribute directly to the funds for their salary. For more information on STPD, please see our STPD FAQ at <http://careers.cco.ca>.

Application Requirements: Reference/recommendation from direct supervisor

We thank all applicants for their interest. However, only qualified applicants will be contacted.

For more information on this or other employment opportunities with CCO, please contact our Human Resources Department at hr@cco.ca or (613) 736-1999.