

**The Community of St. Luke's Church**  
**Smithville, ON L0R 2A0**  
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## **Job Description**

### **Job Title:**

Community Outreach Worker

### **What is the Community of St. Luke's Church:**

The Community of St. Luke's Church is a small mixed-ecology missional parish (consisting of traditional Anglican worship and non-religious social activities) in the Niagara Region. This missional ministry consists of community building in West Lincoln with other religious, non-profit, for-profit organizations, and local government to encourage an inclusive and welcoming atmosphere for those in the community who wish to participate socially regardless of their beliefs.

### **Job Summary:**

This position reports to the Deacon and Treasurer and involves the communication aspect of community outreach through relationship building. It involves maintenance of social media platforms, websites, and signage. It also involves effectively dealing with technology of streaming and accessing prior recorded services, maintaining and creating content for social media platforms and the website, and communicating with community participants.

### **Responsibilities and Duties:**

- Engage with community partners regularly to ensure information on website and current activities are accurate
- Maintain the Unified West Lincoln website so it is current by uploading weekly content and events to site and calendar
- Maintain the St. Luke's website so it is current by uploading weekly content and parish-related and missional-relating activities to site and calendar
- Create content and images for both the Unified West Lincoln and St. Luke's websites and social media platforms
- Seek out opportunities to showcase the Unified West Lincoln website in the community to increase adoption of by partner organizations
- Assist in the maintenance of weekly overhead slides for Sunday services and other

- meeting presentations
- Assist in producing weekly calendar of events and newsletter for distribution on website and by email distribution
- Assist with maintaining the outside Digital Signage with up-to-date information and messaging
- Other duties as assigned

**Qualifications and Skills Required:**

- Ability to work independently without immediate supervision
- Be able to deal with others (both internally and externally) and handle situations with empathy and problem-solving skills
- Technically oriented to handle computer and streaming technology
- Proficient in Microsoft 365

**Salary and Benefits:**

- This is a position funded by Canada Summer Jobs
- Candidate must be between 15 and 30 years of age and have a valid Canadian SIN identification or be able to obtain one
- Must be available for an 8 week period beginning early July 2025 until later in August 2025
- Hourly wage of \$17.55 per hour (Maximum of 280 hours)
- Candidates must be computer literate -Candidates will work both virtually and on-site as required