



Technical Operations and Digital Communications Coordinator

Part-Time Position Available (10 hours per week)

Common Ground Church, Alliston, ON

We are currently seeking a part-time **Technical Operations and Digital Communications Coordinator** to join the staff team at Common Ground Church in August 2026. We are a Jesus-centred church rooted in the Anabaptist tradition, and we belong to the Be In Christ denomination. As a community of Jesus-followers, we are *learning to love like Jesus together*. We aim to move toward Jesus and become like him as we orient our lives around his example and teachings, as we build authentic relationships with other followers of Jesus, and as we collectively learn to be a loving, compassionate presence within our local community. The Technical Operations and Digital Communications Coordinator should be a follower of Jesus who shares our vision and can align with our Anabaptist values. To read more about our vision and mission, please see our Identity Document, [here](#). To access the BIC Articles of Faith, [click here](#).

Position Summary

The **Technical Operations and Digital Communications Coordinator** will collaborate closely with our Lead Pastor, Brenda Powling, and our Ministry Team to strengthen our church's presence and engagement within the local community, with a particular focus on effective digital communications. This role also includes providing reliable technical support on Sunday mornings to ensure smooth, welcoming services for all who attend our church.

Role Type: Part-Time (10 hours/week)

Schedule: Hybrid model, includes availability for a weekly meeting with the pastor (could be remote), and in-person presence at Sunday morning service.

Sunday In-Person Requirement: 8:30am-1:00pm

Detailed Role Description for the Technical Operations and Digital Communications Coordinator: [click here](#).

Key Qualifications

- possess technical competence to strengthen our online presence and build our digital 'first impression', including website and social media management

- demonstrate a willingness to research, learn, and grow in technical competence in order to troubleshoot technical challenges, make informed purchases of hardware and software, operate ProPresenter, edit videos, create promotional graphics (e.g. using Canva), and use our church management software (Elvanto) and digital giving platform (Tithe.ly)
- be actively involved in promoting Sunday services, mid-week discipleship gatherings, compassion initiatives, and special events - including communicating with church members through weekly Mailchimp newsletters
- possess skills for administration and organization
- attune to the logistical, planning, problem-solving, and administrative aspects of ministry in support of our Ministry Team and volunteers - including offering technical support, troubleshooting, and training as needed
- preference may be given to applicants with experience and gifting in the area of musical worship and/or youth ministry; there is a possibility for growth in this role (i.e. increased hours, expanded job description) according to personal giftings, interests, and abilities

Compensation / Start Date / Application

A start date between August 9-16 is preferred in order to maximize mentoring opportunities with our Ministry Director. The Technical Operations and Digital Communications Coordinator will work 10 hours per week, initially on a one-year contract, with the possibility of it being extended after the first year. This is a hybrid position, with some in-person (Sunday mornings) and some work-from-home hours expected. Our desire is that the Technical Operations and Digital Communications Coordinator would be actively involved in the life of the church; attendance for the majority of Sunday services is expected. The weekly rate of pay is \$250 for 10 hours of work, subject to applicable taxes.

Please email your resume to: employment@commongroundchurch.ca. We appreciate all submissions, but only those selected for further consideration will be contacted. The search will remain open until a suitable candidate is found. Only applicants who are legally permitted to reside and work in Canada will be considered.