



CCM Canada

Job Posting: Manager, Communications and Resource Development

CCM Vision: Reaching the Chinese to reach the world

CCM Mission: Bringing People to Christ and Building Up God's Followers through Holistic Care.

Nature of Work: Full-Time position in management. Responsible for overseeing branding and marketing strategies for CCM Canada and CCMCCF. Coordination of fundraising campaigns and management of agency social media platforms. Leading a team of media creators and designers.

Report to: Executive Director

Salary: \$21-\$24 per hour

Responsibilities:

1. Develop and implement agency communication strategies
2. Manage CCM Canada's social media platforms
3. Liaison with Media (Christian and Mainstream): create content/press release.
4. Plan and manage the production and content of agency marketing materials.
5. Oversee CCM Canada Communication Task Force operation.
6. Work with different ministry teams to create communication and marketing strategies for events, campaigns and promotions.
7. Respond to communication-related issues in a timely manner.
8. Coordinate the annual Walkathon, Vision Night and other big events in Greater Vancouver area
9. Coordinate corporate sponsorship for CCM Canada and CCM Vancouver events.
10. Manage donor information and communications for CCM Canada Charitable Foundation (CCMCCF)
11. Create website/social media content and forms as part of communication strategy with donors and potential donors for CCMCCF.
12. Coordinate CCMCCF fundraising events

Qualification, Skills and Experience:

1. Bachelor Degree in Social sciences/Business
2. Training in people skills, fundraising and communication.

3. At least 5 years marketing/fundraising experience in the non-profit sector
4. Substantial work experience in fundraising and communication
5. Good Command in Social media tools – Facebook, YouTube, Instagram
6. Strong knowledge of communication practices, techniques and trends – website, social media, virtual meeting tools etc.
7. Good interpersonal and administration skills
8. Good command of Cantonese, Mandarin, and English (written)

Other Requirements:

1. The candidate must understand and support CCM Canada's mission and faith statements.
2. Must be able to multitask and work well under pressure.
3. May be required to work in evening/weekend occasionally

How to Apply: Email resume and cover letter to jjim@ccmcanada.org by January 15, 2024

Note: We thank all candidates for their interests. However, only those selected for interviews will be contacted.