

# Part-Time Donor, Communications & Social Media Coordinator

Camp Silversides | 10 hours/week (Flexible Scheduling)

Contract Position: This is a 3 month contract with the opportunity to extend after 3 months. You also have the opportunity to work up to full time in July and August.

Salary: \$15/hour (*with the option to raise personal support*)

Provide Resume and Cover letter to [kory@silversides.ca](mailto:kory@silversides.ca)

## Position Summary

Camp Silversides is an evangelical Christian kids' summer camp and year-round discipleship ministry committed to helping children encounter Jesus Christ in a life-changing way. We are seeking a **Donor, Communications & Social Media Coordinator** to support the sustainability and growth of the ministry through consistent, faith-centered storytelling and communication. This role integrates donor communication, parent engagement, and social media into one coherent system, using modern tools to multiply impact.

The role reports to the Executive Director.

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## Key Responsibilities

### 1. Donor Communications & Fundraising Support

- Draft monthly donor and supporter emails using collected stories.
- Assist with annual appeals, special campaigns, and monthly donor communications.
- Prepare donor thank-you emails and letters to support retention.
- Maintain a consistent "story-first" donor communication rhythm.

### 2. Social Media Content & Storytelling

- Create and schedule 1–3 social media posts per week across approved platforms.
- Collect and adapt ministry stories from staff and volunteers into mission-aligned content.
- Turn raw notes, quotes, or photos into faith-centered impact stories.
- Repurpose single stories across email, social media, and donor communications to ensure no duplicated effort.

#### 4. Systems & Collaboration

- Use AI tools to draft and adapt content efficiently (training provided).
  - Work within existing systems, including email platforms and social scheduling tools.
  - Track content to ensure consistency and maintain revenue-aligned communication.
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#### Required Qualifications (Non-Negotiables)

- **Personal Christian faith** and agreement with Camp Silversides' evangelical mission and Statement of Affirmation.
- Strong written communication skills.
- Comfort using a variety of tools to assist with content creation.
- Highly organized and able to manage recurring communication tasks independently.
- Ability to maintain confidentiality and boundaries when working with children's stories.

#### Preferred Qualifications

- Experience with donor communications, fundraising, or ministry communications.
  - Familiarity with social media platforms and scheduling tools.
  - Experience in a Christian camp, church, or youth ministry context.
  - Understanding of the Canadian charitable environment.
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#### Time Commitment & Scope

- **Approximately 10 hours per week** with flexible scheduling.
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#### Why This Role Matters

This position ensures that the spiritual impact of Camp Silversides is consistently communicated to donors, parents, and churches. By telling clear, compelling stories, you directly support the financial sustainability and future staff growth of the ministry.

#### Growth Opportunity

As Camp Silversides grows, this role may expand in hours or responsibility, particularly in donor engagement and communications leadership.