

## Public Relations Representative: Cathedral Church of All Saints

### To Apply for this position:

Send your cover letter, resume and 3 references to Jane McKay-Nesbitt, Cathedral Church of All Saints Needlepoint Committee Chair (cathedralchurch@eastlink.ca) no later than **5pm on June 13, 2025**. Use **PR Representative Application** in the heading of the email. Applications will be considered on a rolling basis. All applications are appreciated, but only those selected for an interview will be contacted.

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<b>Title</b>	Public Relations Representative	<b>Department</b>	
<b>Type</b>	Non-Management	<b>Office Supervision</b>	Jane McKay-Nesbitt and other Cathedral Needlepoint Committee members
		<b>Project Guidance and Oversight</b>	Jane McKay-Nesbitt and other Cathedral Needlepoint Committee members
<b>Effective Date</b>	June 30 – August 25, 2025	<b>Salary and Stage</b>	\$15.70 per hour for 35 hours per week
<b>Supervisory (Y/N)</b>	No supervisory responsibilities	<b>Direct Reports</b>	None

### Program Overview

Needlepoint is an art form that can easily be destroyed and, today the Cathedral Needlepoint Committee is taking steps to ensure that such destruction does not happen. The Committee is working to document, properly clean, and store these sacred art items. Most importantly, The Cathedral Needlepoint Committee aims to publish a book about this sacred art that includes text, photos, and essays. Not only will this book ensure that the beauty of these pieces of sacred art will be enjoyed for generations to come, it will also honour the millions of hours of craft and artistry at the hands of so the many (mostly women) who created these pieces.

The goal of this work is to encourage members of the Cathedral and the general public to appreciate and enjoy this sacred art for many years to come.

### Position Overview

The purpose of the Public Relations Representative position is to assist the Needlepoint Committee of the Cathedral Church of All Saints in its efforts to communicate and generate good will about the Needlepoint project, and the Cathedral as a welcoming place of Christian worship. This work will assist the Needlepoint Committee in raising funds to support the work that the Needlepoint Committee is doing to preserve and document the needlepoint sacred art.

<b>Travel Frequency</b>	Infrequent	<b>Travel Locale(s)</b>	Nova Scotia
<b>Days of Work</b>	Monday- Friday	<b>Hours of Work</b>	35 hours per week
<b>Overtime Freq.</b>	Infrequent	<b>Overtime Comp.</b>	Taken as time-in-lieu during office weeks.
<b>On-Site /Remote</b>	On-site in the Cathedral Church of All Saints	<b>Additional Info</b>	This position is subject to successful Criminal Records and Vulnerable Sector Checks.

## Primary Duties and Responsibilities

The primary tasks and roles of this position are the following:

- Create social media content about the Cathedral as a welcoming, historic place of worship with emphasis on the Needlepoint sacred art
- Design and implement a social media campaign for the Cathedral as a welcoming, historic place of worship with emphasis on the Needlepoint sacred art
- Assist council members in updating a brochure about the Cathedral as a welcoming, historic place of worship with emphasis on needlepoint sacred art
- Update a walking tour of the Cathedral to welcome visitors and increase their appreciation and enjoyment of the needlepoint sacred art and the historic place of worship
- Create a schedule for tours for the months of July and August
- Be available to greet visitors to the Cathedral and answer questions they may have, on a schedule as agreed up by the incumbent and the Needlepoint Committee

Other related duties as assigned

## Education and Knowledge

Requirements	Description
Education (preferred; those with lesser qualifications will be considered)	<ul style="list-style-type: none"><li>• Post-secondary degree in public relations</li></ul>
Certifications, Licenses, Designations (preferred):	<ul style="list-style-type: none"><li>• First Aid training</li></ul>
Additional Skills and Abilities:	<ul style="list-style-type: none"><li>• Demonstrated understanding and appreciation of the Cathedral as welcoming, historic place of Christian worship</li><li>• Demonstrated understanding and appreciation of needlepoint as sacred art</li><li>• Demonstrated appreciation of and respect for spirituality and faith</li><li>• Well-developed skills in research and writing</li><li>• Well-developed ability to communicate in person with members of the general public</li><li>• Excellent listening and written and oral communication skills</li><li>• Proven ability to self-reflect and to be self-directed.</li><li>• Demonstrated ability to approach situations with maturity, good judgement, and integrity</li><li>• Demonstrated understanding of interpersonal dynamics and the ability to interact and communicate with individuals in a one on one or group situations</li><li>• Ability to work effectively with volunteers and staff in a non-profit organization</li><li>• Demonstrated understanding and appreciation of the work of volunteers in a Christian church</li></ul>
Community Knowledge:	<ul style="list-style-type: none"><li>• Understanding of, respect for, and commitment to engage with the general public</li></ul>
Equipment:	<ul style="list-style-type: none"><li>• Office space, access to printer, access to internet</li></ul>
Previous Experience (preferred):	<ul style="list-style-type: none"><li>• Experience in organization of events</li><li>• Experience in preparing information for public consumption</li></ul>

On-the-Job-Training Time (expected):	<ul style="list-style-type: none"> <li>• 2 weeks</li> </ul>
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### Minimum Knowledge and Skills

- Must be able to demonstrate that they have met all of the requirements of the SafeR Church Program such as a Criminal Records Check and Vulnerable Sector Check
- Must be able to travel to meet with individuals and to attend events when required, within reasonable limits.

### Evaluation

- An informal evaluation will take place every two weeks during the contract
- An exit interview will take place at the end of the contract.

### Occupational Requirements

This position is funded by the Government of Canada.

To be eligible to apply for this position, the youth must:

- be between 15 and 30 years of age at the beginning of the employment period. The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. International students [i.e., anyone who is temporarily in Canada for studies] are not eligible participants. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market, and.
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### Other requirements

- Ability to work well with volunteers and other individuals and organizations;
- Ability to work independently;
- Ability to maintain confidentiality in both written and oral communication at all times;
- Demonstrates creativity, resourcefulness; initiative, respect for boundaries.

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