

Communications Coordinator

Location: Remote (Canada-based)

Engagement: 12-month contract, 24 hours/week

Reports to: GlobalWorks Director

Hiring Co: Random Access Networks Association – a Canadian registered charity

Overview

GlobalWorks is seeking a proactive Communications Coordinator to join our expanding remote team. This role is ideal for someone with strong communication and coordination skills who thrives in a multi-faceted, not-for-profit environment and is excited about working in a complex organization with a dynamic team with multiple projects. As an integral member of the GlobalWorks team, the Communications Coordinator is a 24 hours/week position that reports to the Director of GlobalWorks. This role requires a high attention to detail, an ability to relate to a variety of people across the organization, and a natural aptitude for branding.

This role will play a key role in developing and managing internal and external communications.

The right candidate will also bring curiosity and initiative to propose improvements, solve problems, and contribute to our ongoing growth.

Key Responsibilities

Communications & Content (Primary Focus)

- Work with the Global Works Director to develop communications strategy
- Develop, coordinate, and manage content according to the plan(s)
- Manage and execute communications systems across platforms (LinkedIn, email marketing, blog, podcast editing, etc.)
- Draft and edit clear, compelling written content aligned with the GlobalWorks vision and projects
- Support content production for specific projects and campaigns (e.g., BAM/B4T, mobilization events, partnerships)

Project & Team Support

- Attend regularly scheduled meetings to ensure clear reporting and alignment within a community of related teams
- Support the Director and Project Management team(s) with workflow support
- Use web-based tools to coordinate workflows, track progress, and ensure timely follow-ups from meetings, events, and team tasks

- Empower others on the team to contribute to communications by offering templates, guidance, and reviews
- Flex to support evolving priorities as the team grows
- Support event planning and program delivery (may require some international travel)

Enhanced Operations

- Comfortable using tools to draft content, streamline communications, summarize meetings, and optimize workflows
- Bring a problem-solving mindset to identify opportunities for efficiency

What We're Looking For

Knowledge, Skills & Experience

- Strong written and verbal communication skills
- Experience with Microsoft Office Suite, Canva Pro, and content creation tools
- (Squarespace, email marketing platforms, Adobe Suite, etc.)
- Strong understanding of social media platforms
- Comfortable learning and using new tools
- Experience with project management and remote tools (Asana, Teams, CRMs)
- Able to manage multiple timelines and tasks with precision and care
- Post-secondary education in business administration, communications, or equivalent
- experience

Personal Characteristics

- Self-starter with initiative and follow-through
- Detail-oriented, dependable, and adaptable
- Able to work collaboratively within a virtual team, yet independently when needed
- Committed to clear communication and a team-first mindset

Alignment & Missional Commitment

- Passion for the Great Commission
- Desire to radically obey Christ with others in ongoing missions-related endeavours
- A commitment to Biblical truth and the mission of Christ
- Strong personal integrity, initiative, and a desire for excellence
- Adaptability and resilience in a fluid team environment
- Willingness to learn, receive feedback, and offer feedback to others
- Tenacity to find solutions and move work forward
- Maintain confidentiality and navigate ambiguity with resilience

Why choose RAN?

The Pentecostal Assemblies of Canada is a fellowship of more than 1,100 churches across Canada whose mission is to glorify God by making disciples everywhere. RAN is an independent charity working in partnership with Mission Global as the international expression of PAOC into

areas of the world where access to the gospel is restricted. For over 100 years, Canadian Pentecostals have obeyed the Great Commission and followed Jesus to the ends of the earth to bring hope and life. We are committed to continuing that tradition by sending new workers who will make disciples through creative and varied approaches, strategically bring the Gospel to those with little to no access to the Gospel and caring for the most vulnerable.

PAOC Mission Global – 2450 Milltower Court, Mississauga, ON L5N 5Z6 ~
www.paoc.org/missionglobal

Random Access Networks Association – P.O. Box 3611 STN Terminal, Vancouver, BC
<https://rannetwork.com/about/>

GlobalWorks(Canada) -- <https://www.globalworkscanada.ca/>

As an employer, we provide the following:

- Competitive compensation package commensurate with experience, which includes
- salary, benefits, and paid vacation. The salary range is \$27,500-29,500 per year (pro-rated based on 60% engagement).
- Comprehensive benefits for you and your dependents, which include health and dental
- life insurance and LTD are not available for a one-year contract position
- Salary is paid in equal installment, twice monthly, inclusive of vacation time per contract.
- A maximum of 12 days can be taken as vacation days within the contract period.
- Remote work with occasional opportunities for travel.
- Flexible work hours.

Applications can be completed at www.globalworkscanada.ca/hiring or forward a resume and cover letter to robw@globalworkscanada.ca with subject line – Communications Coordinator. Please email your resume and cover letter as one .pdf or .docx file.

Resume reviews will begin on February 15, 2026 , but we will continue to accept applications until we find the right candidate.

For any further questions, contact Rob Winsor at robw@globalworkscanada.ca

This position is a hire for RAN Network. RAN welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

RAN is a Christian organization that engages in Christian ministry, serving the Christian community.

This position is an important role in carrying out RAN's mission and it is critical that your beliefs and conduct are consistent with the beliefs and conduct standards of RAN. Therefore, it is a requirement of this position that your beliefs and conduct adhere to RAN's mission statement, core values, and any other document that may be established by RAN regarding standards of conduct.