

## Communications Assistant

The Voice of the Martyrs (VOM) is a registered Canadian non-profit charitable organization dedicated solely to serving persecuted Christians worldwide. We are currently accepting applications for a permanent full-time Communications Assistant to provide general administrative support to the Communications Department.

### ***General duties include:***

- Provides general administrative support to Communications Department, including filing, database management, and telephone coverage
- Organizes and maintains photo and text archives
- Updates and maintains communications files and documents
- Maintains online catalogue, online events calendar, and online prayer wall
- Takes and distributes minutes of the Communications Team meetings
- Proofreads and reviews publications as requested
- Collaborates in the acquiring and purchasing of books and other resources
- Monitors relevant news stories
- Researches and provides information on relevant topics as required
- Supports Administrative Department as required

### ***Required qualifications:***

- Excellent organizational skills and attention to detail
- Superior computer proficiency (MS Office Suite, including Word and Excel; Internet; photography programs)
- Proficient communications skills in English (oral and written)
- Ability to work independently, prioritize work, and meet deadlines
- Ability to function as team player and cooperate with other staff members

### ***Preferred qualifications:***

- General knowledge of the persecuted Church and the work of The Voice of the Martyrs
- French fluency (oral or written) an asset

***Hours:*** Monday-Friday, 9 am - 5 pm. Occasional evening and weekend events.

***Compensation:*** Commensurate with experience

***Please submit cover letter and resume by August 15, 2010 to:***

The Voice of the Martyrs  
P.O. Box 608  
Streetsville, Ontario  
L5M 2C1

Email: [thevoice@persecution.net](mailto:thevoice@persecution.net)

***For more information, please visit our website at [www.persecution.net](http://www.persecution.net).***