EduDeo Ministries | Job Opportunity

Position: **MARKETING & EVENTS COORDINATOR**
Classification: 12-month Maternity Leave Contract | Full-time or Part-time
Salary: Support Staff - $50,051–$62,695 annually (for full-time equivalent)
Reports To: Operations & Marketing Director
Start Date: January 2027
Location: Hybrid – Hamilton, Ontario (in the office at least two days per week)

ABOUT EDUDEO MINISTRIES

EduDeo Ministries is an international development organization dedicated to advancing quality Christ-centred education so children in the majority world learn to live as Christ. We believe that an education rooted in the Gospel is the best way to bring about whole-life transformation for children and their communities. We partner with locally-led school associations in 13 countries to invest in their teachers, schools, and students.

POSITION OVERVIEW

We are looking for a creative, organized, and resourceful Marketing & Events Coordinator to join our team for a 12-month maternity leave contract.

In this role, you will support EduDeo's digital marketing, communications, and event coordination efforts. This includes website management, social media, digital storytelling, design and print coordination, and planning and executing EduDeo-hosted events. Working closely with the Marketing team and other staff, you will help to create engaging content and meaningful events that strengthen relationships with donors while advancing EduDeo's mission.

KEY RESPONSIBILITIES & DUTIES

1. DIGITAL MARKETING & CONTENT MANAGEMENT (45%)

Website Management

- Work with the Marketing team to ensure website content is accurate, current, and updated on time.
- Liaise with EduDeo's website contractor on ongoing maintenance, updates, and projects, including preparing briefs and monitoring progress.
- Manage website content through Statamic, including creating and updating web pages, donation landing pages, and other content.

Social Media & Digital Storytelling

- Collaborate with the Communications Manager to identify and adapt stories and content for social media.
- Edit, schedule, and monitor social media posts, responding to inquiries as appropriate.
- Support the creation of digital stories and videos, including editing partner footage, coordinating with external editors, and assisting staff with video needs.

Photo, Video & Content Management

- Manage and organize EduDeo's digital photo and video library using ResourceSpace and organizational storage systems.
- Process, edit, upload, and categorize digital content, ensuring it is accessible, properly tagged, and consistent with EduDeo standards.

Design, Print & Brand Coordination

- Coordinate the design and production of branded print materials and merchandise for events, conferences, and other organizational needs.
- Serve as the primary contact for printing and marketing vendors.
- Work proactively with staff to identify upcoming needs and ensure timely delivery of materials.
- Support design requests directly or coordinate external designers as needed.

2. EVENT MANAGEMENT (45%)

Planning & Execution

Lead the planning and execution of EduDeo-hosted events, including but not limited to:

- Road2Hope
- Golf Tournament
- Storytelling Nights
- Donor-hosted events

Event Logistics

- Coordinate event logistics, including venues, vendors, schedules, invitations, guest management, set-up, and day-of activities.
- Collaborate with the Executive Director, Key Relations & Strategy Director, and other staff to encourage donor and community participation.
- Coordinate event communications, promotional materials, and printed resources, ensuring consistency with EduDeo's brand and messaging.

3. ORGANIZATIONAL SUPPORT (10%)

- Be an active participant of the Marketing team.
- Support Key Relations with donor appreciation and gift acknowledgements.
- Attend team meetings and contribute to organizational initiatives.
- Complete any other tasks as assigned by the Executive Director.

REQUIRED QUALIFICATIONS

- Strong commitment to Jesus Christ and His church.
- Alignment with the vision, mission, values, and goals of EduDeo Ministries.
- College or university training in marketing, communications, digital media, graphic design, event management, project management, or a related field.
- Strong organizational and project coordination skills, with excellent attention to detail.
- Excellent written and verbal communication skills, with the ability to adapt content for different audiences and platforms.
- Experience planning and coordinating events, including logistics, vendors, budgets, and guest communications.
- Experience creating and managing digital content for websites and social media.

- Creativity and an eye for design, with the ability to develop engaging visual materials or coordinate their production.
- Strong interpersonal skills and the ability to work collaboratively with staff, partners and vendors.
- Ability to proactively manage multiple projects and deadlines while adapting to changing priorities.
- Self-motivated, resourceful, and able to work independently while contributing to a team.
- Ability to work from the Hamilton office at least twice per week.

THE FOLLOWING WOULD BE ASSETS

- Experience with website content management systems, particularly Statamic or similar platforms.
- Proficiency with design tools such as Canva or Adobe Creative Suite.
- Experience with video editing and digital storytelling.
- Experience with digital asset management systems such as ResourceSpace.
- Flexibility to work occasional evenings and weekends, particularly for events.
- Ability and willingness to travel occasionally within Ontario and elsewhere in North America, as required.

WHAT WE OFFER

- Competitive salary within the sector, along with a comprehensive benefits package.
- Registered Pension Plan with EduDeo contributions equal to 5% of your annual salary.
- Paid vacation, plus additional paid time off between Christmas and New Year.
- A hybrid work arrangement that supports flexible work-life balance.
- A collaborative, supportive, and purpose-driven work environment.
- The opportunity to make a global impact through Christ-centred education.

HOW TO APPLY

Requirements:
Please submit a cover letter, resumé, and personal statement of faith. Applications without all three documents will not be considered.

EduDeo Ministries is a Christian mission organization, so we evaluate candidates on their skills and experience as well as their alignment with EduDeo's Christian identity, vision, mission, and values.

Application Deadline: November 26, 2026, or until position is filled.
Send Application To: careers@edudeo.com

EduDeo Ministries welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.

Learn more: www.edudeo.com