**JOB DESCRIPTION**

**JOB TITLE:** Social Media Coordinator

**DATE:** January 2021

**JOB STATUS:**  Part-time 8 - 12 hours per week

**DEPARTMENT:** Guest Relations

**REPORTS TO:** Guest Relations Manager

**PURPOSE**:

To maintain and assist in the creation of Glenkirk Church’s social media presence.

**JOB RESPONSIBILITIES**

1. Oversee and regularly update content of Glenkirk's social media postings, including our Website (WordPress,) App (Pushpay,) Facebook, Instagram, and YouTube.
2. Work with appropriate individuals to keep the Website and App look and voice current, relevant, and inviting.
3. Arrange and edit video shots to create a cohesive structure that is ready for upload.
4. Work with the graphic designer and Senior Leadership Team to assure consistency in branding, voice, and content.
5. Stay up-to-date with changes in social platforms, including audience preferences and current trends.
6. Plan promotional campaigns with help of graphic designer and others.
7. Attend worship services and programs periodically and as needed to take pictures/videos and create photo/video content

**NECESSARY SKILLS & TRAITS:**

* A strong personal faith in Jesus Christ and supportive of Glenkirk’s mission and core values.
* A Bachelors in Marketing or Communications preferred, or a combination of equivalent education and work experience.
* Experience with website, app, Facebook, Instagram and YouTube management.
* Ability to deliver creative content in text, image and video.
* Experience in photography/videography including creating and editing photos and videos.
* Computer skills including general knowledge of data management.
* Ability to prioritize, organize and see projects through with a minimum of supervision.
* Attention to details.
* Good written and verbal communication skills.
* Strong interpersonal skills.