



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Communications Coordinator & Social Media Manager

SUPERVISOR'S TITLE: Communications Director

CAMPUS: Campus [specify:]

EFFECTIVE/REVISED:

DEPARTMENT: Communications/ Creative Arts

Central

LEADERSHIP LEVEL:

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

EXEMPT CLASSIFICATION:

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

PAYROLL STATUS:

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	WEEKLY HOURS: 40
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01. Summary of Position:

The Communications Coordinator & Social Media Manager will be responsible for helping Eastside Christian Church improve the organization's communication efforts internally & externally. He or she will be responsible for initiating social media strategies and timelines of services, departments, special events, and conferences. He or she will also be responsible for finding and moderating stories of life change to share on video and social media.

02. Supervisory Responsibilities:

- This job has no supervisor responsibilities

03. Duties and Responsibilities:

- Create marketing plans based for ministry events and requests
- Liaising between technologies and creative department about marketing strategies
- Understand the Eastside brands to support and improve it through all social media
- Capture and create content during the weekend service for use on social media
- Develop / Managing a Dream Team of volunteers to assist in photography for social media and acquiring stories
- Connect with departments about potential stories of life change
- Stay current on social media trends
- Create timelines for social media messaging
- Creating concepts for interactive installations based on series/event & work with volunteer team to implement designs and interactions

- Research new marketing avenues, cost and benefits to exploring
- Manage the Eastside app – keeping it updated and exploring new ways to engage individuals by using the app
- Perform other responsibilities as assigned by supervisor.

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

04. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be a member of Eastside Christian Church, having been baptized by immersion.
- Must have a heart for serving God and others.
- Must have 2 years of related experience or bachelor's degree in marketing, communications or similar field.
- Experience promoting a brand or organization with social media including Instagram, Facebook, Twitter, YouTube and TikTok
- Must have writing and editing experience
- Must have experience managing volunteers
- Must have a general knowledge of design concepts with a pulse for current trends and techniques
- Must have the ability to manage multiple projects simultaneously while meeting deadlines
- Must have the ability to work as a team player and discuss needs, challenges and ideas
- Must have the ability to think ahead, anticipate needs and offer creative solutions
- Must have excellent written and verbal communication skills
- Life-giving spirit and attitude
- Drive to pursue excellence
- Creative mindset
- Out-of-the-box thinker
- Task-Oriented
- Demonstrate loyalty to the vision of the team and church
- Must embrace the vision of Eastside with integrity and passion
- Must be a high-capacity, multi-tasking individual who is comfortable working independently without constant supervision while also being able to work as a team player
- During non-business hours he or she should be available for rare emergency work

05. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This Job Description should be reviewed at least annually with the position's supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance should be reviewed at least annually with the position's supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.

06. Physical Demands & Work Environment:

- Must be able to lift and / or move up to or more than 25 pounds
- Must be comfortable sitting for long periods of time
- Must be able to drive own vehicle or an Eastside vehicle

We concur with this Job Description.

Staff Member

Supervisor

Date