



JOB DESCRIPTION

Digital Media Content Manager

Communications Team
Executive Office

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| Reports To: | Director of Communications |
| Category of Employment: | Support Staff, Full Time |
| Payroll Status: | Hourly, Non-exempt |
| Office Hours: | 40 hours per week |

The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.

Job Summary

Guide and manage the overall digital media strategy and presence of Compassion Christian Church.

Minimum Qualifications

1. **Experience:** Must have a minimum of three (3) years' experience in digital/social media communication and marketing. Must have proven social/digital media growth strategies. Strong written communication skills. Basic photography and videography capture and editing skills.
2. **Education:** A Bachelor's degree in marketing, public relations, communications, or similar field. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, and PowerPoint. Broad knowledge and experience in driving engagement on Facebook, Instagram, Twitter and other social media platforms. Candidate must have the ability to work independently with efficiency, effectiveness and composure; must have excellent written and verbal communication skills. Must be available to work a flexible schedule that includes nights and weekends. Candidate must be able to problem solve and maintain and protect confidentiality. Candidate must exhibit excellent organizational and interpersonal relational skills. Must possess a friendly attitude, a willingness to work collaboratively with others and have a strong heart for service.
4. **Physical Demands:**
 - a. May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
 - b. Operation of church vehicles.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

Duties and Responsibilities (Essentials)

General staff responsibilities:

- Document all ministry tasks and functions specific to position.
- Participate in monthly "All-Staff Meetings" as well as called departmental meetings and other required staff events.

Responsibilities specific to job:

- Develop a digital media strategies for the church, its campuses and ministries. Includes website, social media, and app.
- Create, manage and improve content for all digital platforms. Create text-based, photo and video content. Tell our "story." Create weekly posting schedule. Create monthly and yearly posting strategies.
- Provide or manage the 24/7 oversight of all digital media sites. Manage both content release and response. Ensure up-to-date, accurate information and media is on website, app and social media.
- Create and distribute weekly summary of activity on social media sites. Gather and report analytics. Monitor and improve content and distribution to ensure each channel is getting largest reach possible.
- Develop and train other staff members and volunteers on social media best practices. Create social media policies for the church. Share with fellow staff and volunteers. Develop a culture that encourages fellow staff and members to share our posts on social media
- Maintain secure database of user names/passwords associated with all sites. Control who has access to them

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

Employee Acknowledgement

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member: _____

**Signature of Staff Member
Acknowledgment of Job Description**

Date

Revised 02/27/17