

Digital Ministry Coordinator/Congregational Ministries Liaison Job Description

Overview: This person works at the discretion of the Lead Pastor and the Church Council. This person will complete all tasks as assigned by the Business and Office Administrator.

Digital Ministry

- Film, edit, and upload the service weekly to the church's YouTube channel, Facebook, and website
- Create applicable events on Facebook
- Update the website with new events, newsletter, and changes as needed
- Ensure website is accessible via computer and mobile and meets ADA compliance
- Oversee social media position and conference with them weekly about daily postings to Facebook and Instagram
- Publish a weekly update email to our email list
- Incorporate mission, vision, and values of the congregation into all social and digital platforms
- Meet established deadlines
- Check general email account and respond and forward to necessary people

Publications: Electronic Tasks Only, Parking Lot Remaining

- Prepare all worship bulletins, Powerpoint presentations, reports, newsletters, special bulletins, flyers, marketing materials, mailings, certificates (baptism, marriage, first communion, etc.), and other tasks as assigned

Requirements

- Familiarity with web design, YouTube, Video production/editing (iMovie, Adobe Premiere Pro, or Final Cut Pro) and other social media platforms
- Familiarity with Powerpoint, Word, and Publisher
- Expressed willingness to be dedicated to the mission and ministries of Christ Lutheran Church
- Expressed willingness to be part of a team-based ministry
- Demonstrated record of:
 - 1) excellent computer knowledge and skills
 - 2) creative publication skills
 - 3) excellent interpersonal and communication skills
 - 4) ability to work with, and meet, deadlines
 - 5) behavior in the workplace that is at all times helpful, respectful, considerate, and confidential

Accountability

- This position will be supervised by the Business Office Manager and accountable to Lead Pastor.

Hours

- 15-20 hours weekly
- Attend weekly staff or other on-site meetings as requested

Compensation

- \$15-20/ hr depending on experience and education

Please email your resume to courtney@christpb.org by July 1st, 2020 to be considered.