

**FIRST PRESBYTERIAN CHURCH, PORT HURON (March, 2021)  
SOCIAL MEDIA/MARKETING TECHNICIAN (Interim Position)  
(10 hours/week; \$10,400 annual salary)**

We are looking for a person who has the technical skills in the area of social media, and with a creative edge to think outside the box so that ministry to the congregation and outreach to the community accomplishes the goal of building up the faith of church members and helping potential members, find faith in Jesus Christ; thus, building up the Body of Christ for the glory of God.

**Primary Duties and Responsibilities:**

The below description is not intended to be all encompassing or to give the impression that there will not be other job functions, as the position develops. This staff person is supervised by the pastor, with input from the Worship/Music Committee and the Membership/Outreach Committee and any other committee that is in need of technical/marketing support.

- Oversee those who record and livestream the worship service on Sunday mornings; training them if need be, in the art of recording a high quality recording of the worship service.
- Edit weekly worship services and other events so that they are easily accessible and useful for those seeing them on a social media platform such as, but not exclusively, U-Tube, Flocknotes (congregational tool), Website, and Facebook.
- Maintain and update Website on a regular basis. Upload all communication to the congregation and wider community to social media sites being used by the church.
- Explore, with consultation with the Membership and Outreach Committee, how to market and communicate effectively, for the purpose of:
  - encouraging church members to grow in faith and
  - reaching out into the community with the Gospel, so that others come to faith in Jesus Christ.
- Create an effective marketing and communication strategy for the church and implement that strategy.

**Desired Talents and Qualities in a Media/Marketing Technician:**

- A strong Christian faith and commitment to the church and its purpose of reaching people with the gospel of Jesus Christ.
- An ability to be supportive of staff and volunteers in a team approach.

- Organizational and communication skills; ability to do the hands--on work but also to be able to delegate tasks.
- Teachable attitude, positive outlook, joyful spirit with an active prayer life and desire to serve others.
- Ability to create and enact an effective marketing and communication strategy.
- Possess creative skills in and knowledge of communication tools so that innovation happens.
- A combination of education and experience desired.
- Consent to and pass background checks

To apply send cover letter and resume to: [portpresby@gmail.com](mailto:portpresby@gmail.com)