

## **DIGITAL OUTREACH SPECIALIST**

King's Grant Presbyterian Church, Virginia Beach, Virginia

Part-time Position- 10 Hours a Week

***Purpose: The role of the Digital Outreach Specialist is to work in close, collaborative relationships with church members, fellow staff members, and members of the community to develop, coordinate, and support the ministries of King's Grant Presbyterian Church. This includes: Marketing KGPC to the community, outreach through social media and the KGPC website, and maintaining an active and attractive presence on all KGPC platforms.***

Accountability: Accountable to the Pastor as Head of Staff

### Duties and Responsibilities:

-Understand and communicate the vision and values of KGPC to the community including: communicating with people who direct message the church on Facebook and Instagram as well as engage in dialogue in comments where appropriate.

-Maintain and update all online presences including: the KGPC Website, Facebook, Youtube, Nextdoor, and Instagram. This includes, but is not limited to:

- Weekly updates on website for items like: calendar, events, sermon videos, programs, and podcasts
- Weekly posts on Facebook and Instagram (at least four per week) in accordance with the KGPC Social Media posting outline
- Events posted and updated on Facebook and Nextdoor
- Utilizing thumbnails and creating playlists for worship videos on Youtube

### Qualities:

- Motivated self-starter with the ability to work independently
- Solid organizational skills
- Able to meet deadlines
- Highly skilled in communication and collaboration in largely electronic formats

### Experience:

- Experience managing social media accounts
- Wordpress experience desired
- Canva experience desired

### How to Apply:

- Send your resume to Amanda Pine at [a.pine@kgpc.org](mailto:a.pine@kgpc.org)
- Submit links to social media accounts that you have managed. Your personal accounts can be utilized for this.