

Job description

Are word, media, and graphics your thing? We would love you on our team! The Digital Media Coordinator will assist the Communications Pastor in advancing the marketing and communication efforts of the Fearless Churches through online platforms and functions.

Hours: Part Time, avg 20 hours/a week

Responsibilities:

- Assist with writing and sending communication emails through Mailchimp (Ridge Point Specific and Network)
- Assist in maintaining current information on social media platforms (Ridge Point and Network)
- Ensure alignment of Fearless Network language, standards, look and voice in all social media content (All network churches)
- Help coordinate and communicate with volunteer teams to help with communication department tasks with social media (Ridge Point)
- Create social media events (all churches)
- Create and maintain best practices for social media and train teams (All Churches)
- Research and stay on cutting edge of social media platforms
- Collect analytics from social media platforms and adjust as necessary
- Support the Communications Pastor and Coordinate with Design Artists for Fearless Churches for all graphic needs

Job Type: Part-time

Salary: \$16.00 - \$20.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible schedule
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Day shift

Work Location: One location