



PART-TIME (15 - 20 HOURS) POSITION DESCRIPTION

DEPARTMENT: Creative

DATE: March 19, 2018

TITLE: Digital Communications Specialist

NAME: TBD

MAJOR RESPONSIBILITIES AND PREDOMINANT TASKS (Key Results)

Social Media

- Create, schedule and monitor all posts on Facebook for the main Grace Community Church account.
- Create, schedule and monitor all posts to Instagram for the main Grace Community Church account.
- Explore other channels and provide recommendations for implementation
- Identify and implement ways to improve our reach via social media

Web Presence

- Manage content of mygcc.org
- Upload weekly messages and associated study questions
- Keep mygcc.org “fresh” by regularly changing graphics, videos and content
- Use tools like Google Analytics to ensure the site is reaching intended audience
- Manage content of other Grace web sites as time permits

Grace App

- Manage the content of the Grace app to include things like weekly message, discussion questions, events and pictures
- Identify ways to make the app more useful for our members
- Track usage to ensure the app is meeting its stated purpose

Other Duties

- Manage the volunteer photography team to ensure events have appropriate coverage
- Work with video team to ensure video is captured at designated events
- Create and send out the monthly newsletter

ORGANIZATION AND RELATIONSHIPS

This position reports directly to the Creative Pastor and will take daily direction from him.

NATURE OF POSITION

This position will maintain and enhance Grace's use of digital communication channels such as the web, social media and the Grace app to drive engagement and interaction with people who may or may not be part of Grace. The ultimate goal is to have more people call Grace their home because they see the life change that is taking place. They will then help us execute our mission of reaching and teaching people to become followers of Jesus.

BACKGROUND

This position is part-time/hourly at 15 - 20 hours per week. A background in social media, web and digital communications through education or work experience is required. Prior experience working in ministry is a definite plus for this specific role. This role requires:

- A personal and growing relationship with Jesus
- A commitment to membership with GCC
- Passion, agreement, and enthusiasm for being part of God's mission for GCC
- A positive whatever-it-takes attitude
- Exceptional interpersonal skills
- Problem-solver mentality
- Desire to learn and grow beyond current requirements of the position
- Integrity, humility, teachable spirit, ability to lead and equip others, broken heart for our community and areas of ministry and those who do not know Jesus personally
- Ability to work within a budget
- Weekend work-related responsibilities as part of worship services are not required for this position
- Ability to participate in events and some weekend services, as needed, for purposes of gathering photos, video footage, etc.
- All other pertinent employee details are described fully in the Employee Policy and Procedures Handbook.