

## **WEBSITE AND SOCIAL MEDIA CONTENT MANAGER**

### **JOB DESCRIPTION**

11/1/22

City Church Ministries has sub-organizations that includes City Church, Campus for Kids Learning Center, Abundant Life Christian School, Christian Life College-Madison and 97x FM. The Mission of City Church is 'Finding Joy in Jesus Christ and Sharing It'. We do that by working with excellence, joy, and with a spirit of service, to our Lord first and to our staff, families and community.

#### **Vision:**

The vision of the Communications Team at City Church is to create impressions through art, media, and every aspect of communication that draw people to the church, and ultimately, a relationship with Christ. The Website and Social Media Manager role within this team is to maintain up to date content and share the vision of City Church to our communities portraying our brand and message. This role plays an intricate part to amplify the mission of furthering God's Kingdom.

**Accountable to:** Arts and Communications Pastor

#### **Duties and Responsibilities:**

- Maintain a high level of communication including follow up with people, projects and action items
- Assist with the look and overall layout and continuity of website
- Creating website and social media content
- Continual updates to website and social media sites
- Maintaining the City Church App
- Ensures content is grammatically correct and precise conveying the organizations vision
- Work with City Church staff to acquire information regarding assigned projects and tasks
- Attend weekly collaboration meetings with the Arts and Communications Pastor and other meetings as needed

#### **Education/Experience:**

- Associate Degree or equivalent experience
- Excellent knowledge of social media platforms
- Familiarity with design and graphic programs
- Microsoft Office, Google, Grammarly
- Strong content writing and proofreading skills
- History working/volunteering in the church or ministry setting preferred

#### **Job Qualifications:**

- Clear background check that meets our ministry requirements
- Sense of the calling from God to become a part of City Church for this role
- Agreement of our Affirmation Statement

#### **Interpersonal Skills/Competencies:**

- **Effective Communication:** Clear/concise, portrays confidence, uses judgement and navigate difficulty
- **Foresight:** Ability to anticipate future needs or potential challenges through past experiences
- **Adaptability:** Willing and able to quickly navigate change
- **Resourcefulness:** Ability to improvise and come up with solutions on the fly
- **Attention to detail and meticulous organizational skills**
- **Time Management/Prioritization:** Ability to judge between urgent and important needs in order to meet timelines and hard deadlines