

Digital Content Coordinator

The Digital Content Coordinator is a creative, energetic and organized team member with the ability to share the message of the Gospel, fulfill the vision of CiboloCreek Community Church, and facilitate meaningful engagement through its social media platforms, website and other digital channels. This position will work closely with Director of Creative Communications on digital strategies that effectively communicate the mission and vision of the church while ensuring consistency in messaging and brand across all digital platforms.

Job Duties & Responsibilities

Assist the Director of Creative Communications in the creative and strategic planning of all CiboloCreek digital communications, including the implementation and execution of all projects and digital promotion.

Act as an administrator of all CiboloCreek social media platforms and help ensure ministry activity aligns with the churches digital strategy.

Work with the Director of Creative Communications to identify and prioritize promotion of calendar items across all digital platforms.

Identify, plan, and publish social media content and stories that encourage discipleship and engagement.

Work with the Director of Creative Communications to define and coordinate necessary graphics, photography and video content needed to support the digital content calendar.

Track and report digital metrics (monthly and quarterly) across all social media platforms and the CiboloCreek website.

Assist in the creation and scheduling of slides for campus monitors, weekly worship services, and special events as needed.

Provide necessary content updates to website, on-demand videos, podcasts and the CiboloCreek Youtube channel as needed.

Act as the online host for the CiboloCreek live stream weekly services.

Provide digital support for other Communications projects and church-wide events as needed.

Work with all individual ministries to ensure consistency with the churches communications guidelines, brand and overall vision across all digital platform that represents CiboloCreek.

Education & Experience:

Bachelor's degree in digital media, marketing or communications or equal experience.

Knowledge & Abilities:

Must demonstrate strong working knowledge of computers and proficiency using the internet and social media.

Knowledge of Microsoft Office Suites, Adobe CC, and Canva.

Ability to manage web content and use Content Management Software.

Knowledge of online social media and project management tools for scheduling

Ministry:

Media & Communications

Reports To:

Director of Creative Communications

Job Status:

Part-Time

Date Written:

July 26, 2021

