



## Social Media & Web Coordinator Job Description and Role Specifications

**JOB DESCRIPTION:** The Social Media & Web Coordinator will be responsible for developing and maintaining a robust and multi-platform social media presence for the church.

**TITLE:** Social Media & Web Coordinator  
**JOB TYPE:** Part-time  
**COMPENSATION:** \$300 monthly stipend  
**HOURS:** 3-5 hours/week  
**REPORTS TO:** Pastor

### KEY RESULT AREAS:

1. Maintain Website Infrastructure
2. Post Engaging Content Across Social Media Platforms

### ROLE SPECIFICATION:

1. Maintain Website Infrastructure
  - a. Develop a plan to create a simple, visually appealing and easy to update website that is an excellent "point of contact" for those interested in finding out more about our church.
  - b. Evaluate the current site and make changes to align with our leadership's overall desire for the website.
  - c. Evaluate the feasibility of a domain name change for the website.
  - d. Make regular changes to the website to keep its content fresh and timely.
2. Post Engaging Content Across Social Media Platforms
  - a. Ensure the church's social media accounts are active and promote our congregation with engaging content.
  - b. Gather and post content from congregational events.
  - c. Receive information and content from teams, staff and/or task forces about events conducive to social media highlights.
  - d. Grant access to stakeholders (key staff & volunteers) for direct posting abilities.
  - e. Coordinate with the council and Pastor to ensure our messaging is consistent with the church's mission and core values.