



18909 SOUTH MILES RD
WARRENSVILLE HTS., OH 44128
P: 216.332.9673 | F:216.365.0128
WWW.WORDCITY.ORG

POSITION TITLE

SOCIAL MEDIA MANAGER

SUMMARY

The Word Church seeks to hire a Christian social media professional to help us engage with our community through a variety of social media platforms. The ideal candidate will have professional social media experience and a deep understanding of how to use social media within a church setting.

SALARY / WAGES

Compensation is negotiable. Contractor work is preferred.

ESSENTIAL JOB RESPONSIBILITIES

- *Create and maintain a churchwide social media strategy (within the church's overall communications strategy) that supports the church's ministry goals.
- *Manage the church's social media platforms in a Christ-like manner that engages the community.
- *Understand the overall messaging of the church and how it can be implemented most effectively.
- *Train the church staff in the proper and effective use of social media platforms.
- *Manage the social media accounts of the church's senior leaders (if directed to do so).
- *Create social media content that is distributed through the various social media channels.
- *Respond to questions and concerns posted to church social media accounts.
- *Stay up to date with current trends in social media.
- *Work with various church ministries to develop specific social media strategies that fit within the church's overall branding and social media strategy.
- *Identify, develop, and deploy social media volunteers to enhance the church's social media effectiveness.
- *Work with the church's Communications Pastor and Executive Pastor to develop staff-wide social media policies.
- *Collect and communicate social media metrics that faithfully describe the effectiveness of the church's social media ministry.

TECHNICAL QUALIFICATIONS

- Mastery of Social Media and other Digital Platforms with proven growth strategies
- A strong portfolio of past campaign projects and related references



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GENERAL QUALIFICATIONS

- Digital Literacy with the ability to demonstrate a genuine appreciation of and commitment to The Word Church mission and vision
- Research Ability
- Ability and willingness to think about, create, design, and implement solutions as a part of a team while remaining self-directed and retaining an individual approach to work goals. Must have excellent adaptability and resourcefulness.
- Excellent task management skills that will allow the applicant to handle multiple projects, varying in scope and size.
- Strong interpersonal and communication skills (written and verbal) that yield highly effective interaction with other staff members and with clients and that contribute positively to our company culture.
and online research.
- Strong references from previous employers, educational institutions, and other relevant organizations and individuals.
- General understanding of and appreciation for the technologies and culture of the Internet.

APPLICATION

Apply at Wordcity.org and submit a cover letter, resume, design portfolio (including at least five different designs created for the web), references, writing samples, and other relevant information by e-mail to webadmin@wordcity.org



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