**Social Media Coordinator/ Content Creator**

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| **Ministry Area/Department** | Marketing |
| **Position** | Social Media Coordinator/Content Creator |
| **Reports To** | Marketing Director |
| **Ministry Target** | Digital Community – Visitors - Members |
| **Position Is** | Volunteer |
| **Position May Be Filled By** | Church Member |
| **Minimum Maturity Level** | Stable, maturing Christian |
| **Spiritual Gifts** | Evangelism, administrative, shepherding, visionary, helps, faith-teaching |
| **Talents or Abilities Desired** | Great eye for detail, knowledge of or willing to learn digital design; have a passion for community building; social media acumen |
| **Best Personality Traits** | Creative, Team player |
| **Passion For** | Leading people to Christ; helping others in their spiritual growth; building communities. |
| **Length of Service Commitment** | *One year Minimum* |

# Anticipated Time Commitments

1. **Doing ministry/preparing for ministry:** *5 hours a week*
2. **Participating in meetings/training:** *attend weekly meetings for content development and monthly meetings with Marketing team for calendar and event planning. Attend Trainings as scheduled or required.*

# Purpose

# The Social Media Coordinator will create and monitor all aspects of social media for United Christian Faith Ministries. This person will work closely with the Marketing Director, the Media/Digital Team, and other departments to produce relevant, engaging, and timely social media content on all UCFM platforms. The Social Media Coordinator will report to the Marketing Director. This position is approximately 5 hours per week.

# Responsibilities/Duties

* Working from the main UCFM content calendar, implement and curate content on all UCFM social media platforms, including Facebook, Twitter, and Instagram
* Be available during at least one service per weekend to capture and package relevant content from UCFM sermons
* Work with volunteers to provide campus-specific social media content
* Responsible for content and editing of all communications on social media
* Be available for rapid response to inquiries and conversations on all social media channels
* Be available to monitor content on all channels regularly
* Assist UCFM Campus departments with social media needs

**Specific Weekly Tasks:**

* Assist Marketing Director as directed
* Launch, monitor, and maintain Social Media content updates.

**General Team Expectations:**

* Contribute ideas to the creative process.
* Empower volunteers to help with any details you can give.
* Create and implement new systems that make us more efficient.