

Content Coordinator

Clear understanding of the mission of the church and ability to create content that conveys it succinctly. A love for writing. Ability to aggregate several content sources into a consistent theme depending on current outreach strategy. Must work well in a team environment, as well as, motivated to complete work independently.

| | |
|------------------------------|---------------------|
| Department | Content Marketing |
| Position | Content Coordinator |
| Accountable To | Project Manager |
| Position is | Volunteer |
| Position May be Filled By | Anyone |
| Length of Service Commitment | Six Months |

Anticipated Time Commitments

1. Doing Ministry: 2-4 hours a week, mostly can work from home.
2. Meetings/Training: When Scheduled (will last one hour).

Responsibilities/Duties

1. Aggregate various content sources and edit to highlight current campaign.
2. Lead brainstorming sessions for community based promotions and giveaways.
3. Create content for church Facebook page.
4. Create content for church blog.
5. Work with Technology Coordinator to design ads for Twitter and Facebook.
6. Work with Technology Coordinator to design landing pages.
7. Revise sermon notes into blog post.