**Web & Digital Media Coordinator**

Classification: Full Time Exempt

Reports To: Director of Events and Marketing Development

Date: November 26, 2018

**JOB DESCRIPTION**

The Web and Digital Media Coordinator is responsible for working with oversight to develop, manage, and maintain the primary website of Summit Christian Center and Chosen. This person is also responsible for coordinating the Summit and Chosen social media calendars and creating posts that are timely and reflect the vision and branding of Summit and Chosen. This also may include posting on the Senior Pastors personal page as well. In addition to the main sites, this person is responsible for overseeing generational ministries and other Summit group posts to ensure they adhere to branding standards and content is relevant. This person will also monitor Facebook live events.

**RESPONSIBILITIES AND DUTIES**

1. Use Word Press Dashboard to update content, imagery, hot links and navigation to accurately reflect current ministry at Summit Christian Center weekly
2. Demonstrates ability to work collaboratively with staff, management, Summit clients, and IT support.
3. Partner with internal and external content managers, editors, designers, developers, and other Summit staff/ministry leads to ensure site meets both ministry and corporate needs and aligns with the brand strategy platform
4. Access Service U, Fellowship One and My Summit software to assure information on Summit and Chosen website is updated timely and content is accurate.
5. Work with Copy Editor to assure all content is free from spelling and grammatical errors.
6. Work with Publications to get needed imagery. Must also be prepared to design or resize imagery on Adobe Photoshop as needed.
7. Work weekly with Creative team to get weekly news link, Summit Story links, podcast information, and marketing videos released.
8. Work with Social Media team assuring that social media and website are aligned in content and brand strategy.
9. Work with web developers to maximize Search Engine Optimization and future changes
10. Responsible for coordinating the Summit and Chosen social media calendars and managing a team to ensure all posts are created in a timely manner and reflect he vision on Summit and Chosen
11. Work with Finance Team to ensure all financial information on website stays current and correct
12. Create processes for submission requests and respond to clients in a timely manner about our ability to fulfill their request.
13. Responsible for sending out the daily devotional to all subscribers.
14. Suggest new and creative means to attract prospective members
15. Familiar with online marketing strategies and marketing channels
16. Understand google analytics and social media insights
17. Interest/Background in Photography helpful
18. Schedule Word For Today daily email

**POSITION TYPE/EXPECTED WORK HOURS OF WORK**

This is a full-time position, and hours of work and days are generally Monday through Thursday, 8:30 AM – 5 PM and Sundays at 10:30 to monitor Facebook live events.

**SUPERVISORY RESPONSIBILITY**

Supervises some volunteers who do generational ministries or other church group social media accounts to ensure branding standards.

**TRAVEL**

Local travel. Ability to travel in privately owned vehicle occasionally to meet with Web Developer. Mileage will be tracked and reimbursed at IRS mileage rate.

**QUALIFICATIONS**

1. Oral Communication – the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings
2. Written Communication – the individual edits work for spelling and grammar, presents numerical data effectively and in able to read and interpret written information
3. Computer Skills – Word Press, Adobe design programs (Illustrator or Photoshop), Microsoft Office
4. Planning/Organizing – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans
5. Quality Control – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality
6. Adaptability – the individual adapts to change in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
7. Dependability – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

**REQUIRED EDUCATION AND EXPERIENCE**

Must have a strong personal faith in Jesus Christ

High school diploma or GED

Computer proficiency with Word Press, Adobe design programs (Illustrator or Photoshop)

Experience using social media scheduling programs

Experience in Website maintenance

**PREFERRED EDUCATION AND EXPERIENCE**

Computer proficiency with Microsoft Office

Experience working in a creative role

Time management ability

Project Management

Ability to prioritize tasks/projects

Self-Directed

Professional demeanor

Ability to think out the the box and offer creative solutions

**ADDITIONAL ELIGIBILITY QUALIFICATIONS**

Must be eligible to work in the US