

Collingswood Presbyterian Church

Director of Media Management

Purpose

To produce, record and distribute worship and prayer services and maintain church website and social media presence.

Accountability

Accountable to Pastor as head of staff and to the Chairperson of the Administrative Committee.

Responsibilities

1. Maintains an attitude of prayer, humility, thanksgiving, generosity, creativity, and love by seeking Christ and the fellowship of the church pastoral and lay leadership on a regular basis.
2. Models of Christ-likeness in all areas of life. Humble, teachable, and moldable. A servant leader with a shepherd's heart.
3. Works as a team player within an organization structure.
4. **Technical:** Produce and record online Sunday Worship and other services as needed using Zoom, Apple hardware and software. Distributing recordings via website, email, YouTube, and social media
5. **Social Media:** Develop social media content that is consistent with our philosophy and identity.
6. Create consistent, meaningful content on all social media platforms, including writing and editing social media posts, improving member and community engagement, and promoting social media campaigns.
7. Monitor content and reply using social media as appropriate
8. Manage daily social media posts on Facebook, Twitter, and Instagram highlighting prayers, upcoming events
9. Maintain the CPC website on WordPress
10. Communicate with social media followers, including responding to queries in a timely manner.
11. Attend training programs and online webinars in order to stay up to date on best practices and emerging trends in social media and how to engage our congregation in effective Bible studies and other online events.
12. Use analytical tools such as Google Analytics and Facebook Insights to monitor and evaluate the church's social media presence and performance.
13. Prepare monthly reports providing analytics on all platforms & report to appropriate councils
14. Suggest recommendations to adjust the social media marketing strategy for optimal results.
15. Perform other duties when needed.

Compensation / Expected Time Commitment

\$15/hr. minimum. Ten to fifteen hrs/week during calendar school year. Five hours/wk during summer break. While the recording of Sunday worship must be done in person, all other work can be done from home.

Qualifications

- Familiarity with Apple Hardware, audio mixing, and large screen projectors.
- Demonstrated skill in using Apple software, Zoom, WordPress, Facebook, Twitter, and Instagram
- Educational experience at Associate's level or above

Relationships

Relates to the Pastor as head of staff, other staff persons and the Session.

Evaluation

Performance reviews will be conducted annually by the Pastor as head of staff and the Personnel Committee. The Personnel Committee will annually review the adequacy of compensation for recommendation to the Session.

Contact

If interested send cover letter and resume to collsprespersonnel@gmail.com