

Coral Ridge Presbyterian Church

Job Description Form

Department	Marketing and Communications		
Job Title	Social Media Manager		
Reports to	Director of Communications and Marketing	Type of position	FT
Currently held by	Emily Scheimann	Hours	40 hours

POSITION OVERVIEW

The incumbent is responsible for assisting the communications team with the development and production of communication materials for all development initiatives. In this capacity, the incumbent works with social media management, photography, digital content management and other communication initiatives.

ESSENTIAL JOB FUNCTIONS

- Social Media Management
 - Oversee social media strategies and implementation for D. James Kennedy Ministries, Coral Ridge Presbyterian Church, and the Institute for Faith & Culture
 - Work with ministry leaders to gather consistent and relevant content to share on various social media platforms
 - Work with Director of Communications and Executive Director to develop a consistent strategy for social media and execute plan as needed
 - Develop and maintain a schedule for timely content distribution
- Storytelling
 - In partnership with the other members of communications, solicit feedback and stories from the congregation and community that can be shared and celebrated
- Photography and Videography
 - Attend church events with the intent to gather photo and video content
 - Ability to attend events outside of normal working hours
 - Work with production and provide necessary graphics to ensure videos being produced maintain brand consistency
- Flexibility to perform other communications tasks as needed

QUALIFICATIONS

- Professing Christian, stable and growing in the faith.
- Detail oriented with strong organizational skills
- Dependable and able to take ownership/self starter
- Committed to the ministry of CRPC
- Familiarity with Adobe Suite: Illustrator, InDesign, Photoshop, Premier

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Terms and conditions of employment

Please note:	Salaries, wages, and benefits are confidential matters and should only be discussed with the payroll accountant or church administrator
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Employee		
Job Title		
Start date		
Pay periods per year	24	
Salary / Wage rate	See Human Resources for more information	
Annual Vacation days	N/A	
Other	N/A	
Reports to		

CONDITIONS OF EMPLOYMENT

1. Adhere to the duties set forth in the job description.
2. Abide by the code of ethics for employees of Coral Ridge Presbyterian Church.
3. Follow all policies and procedures.
4. Be prompt and courteous.

SIGNATURE

I agree to the terms of employment as stated

Employee _____ Date: _____

Supervisor _____ Date: _____