



Position Description – USA FIELD

Date	May 24, 2018
Title	Social Media Seeker Ministry Specialist
Education Requirements	Bachelors in related field; MAR preferred
Experience Required/Desired	Experience in social media, web design, project management, graphic design, working with congregations and/or mission centers, experience with Latter-day Seeker Ministry.
Immediate Supervisor	Field Apostle (Seeker Ministries)
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: Click here to enter text. <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	An ordained Community of Christ minister (Priest or Melchisedec priesthood) who supports Seeker Ministry in the digital world to include consultation and direct support of websites, webcast/live-streaming platforms, Facebook, YouTube, and other relevant social media interfaces to address a variety of mission- focused needs. Will work with and support a variety of congregation, mission center, and field based ministry teams.
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<p>Social Media: direct production, support optimization of social media use across all ministries, produce content, provide analytics, coordinate promo campaigns, support virtual ministry, support training, Collaborate with other ministry teams and jurisdictions.</p> <p>Project Manager: Project Zion Podcast, Forward With Community, project budget management, support and coordinate teams, work closely with field apostle and other key leaders.</p> <p>Graphic Design: Create visual concepts and illustrations, support variety of messaging, brochure, promotions, ministry, digital and hard copy resources; provide design consultation as needed; work on various project team</p>

	<p>Ministry Support: Provide pastoral oversight in various virtual ministry venues; provide training and ministry support online and occasionally in person; provide invitation, witness, and hospitality in virtual settings.</p> <p>Expected to preach and regularly teach in jurisdictions throughout the church at the discretion of the field apostle to include virtual settings.</p>
<p>Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p>	<p>Required</p> <ol style="list-style-type: none"> 1. Relates Well with Others 2. Ability to Balance Priorities 3. Action Oriented 4. Functional/Technical Skills 5. Creativity 6. Managing and Measuring Work 7. Organizing and Planning 8. Written and Oral Communications 9. Community of Christ Identity, Mission, Message, and Beliefs 10. Mentoring/Coaching <p>Desired</p> <ol style="list-style-type: none"> 1. Leadership Skills 2. Building An Effective Team 3. Delegates Well 4. Ethics and Values 5. Listening 6. Scripture/Theological Knowledge
<p>Supervisory Responsibility</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please say how many staff and what positions are being supervised. Click here to enter text.</p>
<p>Other Duties</p>	<ol style="list-style-type: none"> 1. Collaborate with IHQ Communications Team 2. Support and train congregations and mission centers for public facing events 3. Support resource development
<p>Registered Youth Worker</p>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>
<p>Grade <i>(To be filled out by Human Resource Ministries)</i></p>	
<p>Ministerial Status <i>(to be determined by Human Resource Ministries)</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Overtime Status <i>(to be determined by Human Resource Ministries)</i></p>	<p><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt</p>