<table>
<thead>
<tr>
<th>Date</th>
<th>April 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Social Media Summer Specialist</td>
</tr>
<tr>
<td>Education Requirements</td>
<td>High School Diploma and/or High School equivalent. Progress towards Bachelors in related field (preferred).</td>
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<tr>
<td>Experience Required/Desired</td>
<td>Experience in social media, web design, project management, graphic design, working with congregations and/or mission centers.</td>
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<tr>
<td>Immediate Supervisor</td>
<td>Mission Center President of Record</td>
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| Employment Status | ![Full Time (40 hours per week) 9 week minimum](#)  
![Part Time (20 hours or more per week)](#)  
![Part Time (under 20 hours per week)](#) |
| Summary of Position | A specialist in the digital world: to include consultation and direct support of websites, webcast/live-streaming platforms, Facebook, YouTube and other relevant social media interfaces, necessary to address a variety of mission-focused needs. Will work with and support a variety of congregation and Mission Center teams. |
## Essential Functions

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.

Project Manager: project budget management; support and coordinate teams; work closely with Mission Center Leadership Team.

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 teams.

## Competencies/Skills

### Required

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

### Desired

1. Leadership Skills
2. Building an effective team
3. Delegates well
4. Ethics and values
5. Listening
6. Scripture/Theological knowledge

## Supervisory Responsibility

- ☐ Yes
- ☒ No

If yes, please say how many staff and what positions are being supervised.

## Other Duties

1. Collaborate with Mission Center Leadership Teams
2. Support and train congregations and Mission Center for public facing events
3. Support resource development

## Registered Youth Worker

Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date.