



# Community of Christ

## Position Description – USA FIELD

<b>Date</b>	Nov 6, 2020
<b>Title</b>	Social Media Specialist
<b>Education Requirements</b>	High School Diploma and/or High School equivalent. Progress towards Bachelors in related field (Preferred).
<b>Experience Required/Desired</b>	Experience in social media, web design, project management, graphic design, working with congregations and/or mission centers.
<b>Immediate Supervisor</b>	Mission Center President of Record
<b>Employment Status</b>	<input checked="" type="radio"/> <b>Part Time</b> (under 20 hours per week) List hours per week: <b>5 hours per week approximate</b>

<b>Summary of Position</b>	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 to address a variety of mission- focused needs. Will work with and support a variety of congregation and Mission Center teams.
<b>Essential Functions</b>	<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 budget management, support and coordinate teams, work closely with Mission Center Leadership Team.</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>

<b>Competencies/Skills</b>	<p><b>Required</b></p> <ol style="list-style-type: none"> <li>1. Relates Well with Others</li> <li>2. Ability to Balance Priorities</li> <li>3. Action Oriented</li> <li>4. Functional/Technical Skills</li> <li>5. Creativity</li> <li>6. Managing and Measuring Work</li> <li>7. Organizing and Planning</li> <li>8. Written and Oral Communications</li> <li>9. Community of Christ Identity, Mission, Message, and Beliefs</li> <li>10. Mentoring/Coaching</li> </ol> <p><b>Desired</b></p> <ol style="list-style-type: none"> <li>1. Leadership Skills</li> <li>2. Building An Effective Team</li> <li>3. Delegates Well</li> <li>4. Ethics and Values</li> <li>5. Listening</li> <li>6. Scripture/Theological Knowledge</li> </ol>
<b>Supervisory Responsibility</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Other Duties</b>	<ol style="list-style-type: none"> <li>1. Collaborate with Mission Center Leadership Teams</li> <li>2. Support and train congregations and mission centers for public facing events</li> <li>3. Support resource development</li> </ol>
<b>Registered Youth Worker</b>	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
<b>Grade</b>	10
<b>Ministerial Status</b>	Yes No X
<b>Overtime Status</b>	Exempt Non-exempt X

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