

Fairview Village Church of the Nazarene
Celebrate, Connect, Care

Social Media Specialist

Accountable To:

Communications and Online Pastor

Roles and Responsibilities:

NOTE: This is a Part-Time/Full-Time, on-site/in-person role, located in a church.

As part of the Communications Team, the Social Media Specialist will support the team's overall purpose of actively engaging with and raising awareness in the community of who we are and participating in the implementation of all internal and external programming of the church. The role and responsibilities include, but are not limited to:

- Ongoing design, maintenance and programming of church website and app
- Ongoing improvement to our Search Engine Optimization (SEO)
- Review analytics for current communications tools (Social Media, app, website, email, etc.)
- Providing support for our online church ministry
- Researching tools, best practices, and benchmarking to continuously improve overall communications and marketing strategies
- Identify additional social media tools and resources for implementation
- Assist in the internal and external communications efforts of the church
- Advertising implementation
- Collaborate in strategy development for marketing and communications programming, campaigns, and events
- Participate in graphics review and design
- Editing manuscripts
- Other tasks as assigned by supervisor

Skills and Core Competencies:

- Excellent written and verbal communication skills
- Ability to do basic photography
- Ability to manage a flexible schedule, task-switch and prioritize daily workload
- Advanced knowledge of and proficiency using Microsoft Office Suites, Adobe Suite, Google Docs, Zoom, Instagram, Facebook, YouTube, Facebook Messenger, etc.
- Flexible and adaptable to change
- Self-directed, self-starter with exemplary planning and time management skills
- Collaboration and teamwork: Ability to work collaboratively with all staff teams
- Decision-making: Ability to make independent decisions on a daily basis, addressing the best way to handle specific tasks
- Experience using Ekklesia 360, Subsplash, Mailchimp, and Basecamp preferred

Education and Experience:

- Familiarity with and proficiency using Microsoft Office Suites, Adobe Suite, Google Docs, Zoom, Instagram, Facebook, YouTube, Facebook Messenger, etc.

How to Apply:

If you are interested in being part of a vibrant, Christian community as the Social Media Specialist, please email your resume **and** cover letter to LeTonya Clark at LeTonya.Clark@fvcn.org (no phone calls please).

NOTES:

- We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.
- Applicants invited to interview will be contacted within two weeks from the date of cover letter and resume receipt.
- This position will remain posted until filled.