



## Communications and Digital Media Coordinator

Ministry Area/ Department	Worship Arts
Reports To	Executive Pastor of Worship Arts
Ministry Target	Church Wide
Position Is	Paid staff; Part Time – 32 Hours
Maturity Level	Growing Christian
Spiritual Gifts	Administration • Organization • Serving
Talents or Abilities Desired	Strong organizational and administrative background Comfortable proof reading and writing for web Experience with website & app design & maintenance and digital forms Experience in a church with multiple locations is a plus
Best Personality Traits	Dependable • Friendly • Professional • Enthusiastic • Detail Oriented
Passion For	Seeing the church fully integrate into the mission and vision of CEFC through clear access to communication.

### ANTICIPATED TIME COMMITMENTS

Tuesday thru Friday 9:00 am – 5:00 pm

### RESPONSIBILITIES/DUTIES

#### 1. COMMUNICATIONS

- a. Edit written content and format event promotional materials to be published in all digital media (website, app, digital bulletin, church-wide e-mail, etc.)
- b. Meet with or contact ministry leaders/teams to discuss communication needs and update/create content as needed
- c. As part of the Communications team, help determine promotion plan for events and ministries. Write copy for bulletin and extended copy for online.

- d. Participate in weekly/bi-weekly meetings (staff, communications, worship planning, etc.)
- e. Monitor and update Google Ad Words, Google Analytics, and Google My Business

## 2. Digital Media

- a. Develop and maintain our website, app, and digital forms
- b. Program weekly digital life group discussion questions and leader guide
- c. Work with the Graphics and Communications Director on promotions and media updates as needed

## 3. Additional tasks and duties as assigned.