



JOB DESCRIPTION

Revised 3/5/2025
 Full Time
 Part Time

Exempt
 Non-Exempt

Date Hired:
Employee:

Job Title: Social Media Coordinator **Department:** Media **Manager:** Media Director

Schedule: Mon-Thurs. 8:00AM – 4:30PM; Sun- 6:30 am - 2:30 pm *(Some evenings and special events)*

I. **Purpose of this Position:**

Mosaic Church is looking for a creative and detail-oriented Social Media Coordinator to manage our online presence and engage with our community through digital platforms. This role involves content creation, social media management, and team collaboration to ensure our message reaches and inspires our community.

II. **Prerequisites:**

- Must be a born-again Christian
- Positive Background Check returned
- Experience promoting a brand or organization with social media ((Meta Suite, Facebook, Instagram, YouTube, TikTok, etc.)
- General knowledge of design concepts with a pulse for current trends and techniques
- Writing and editing experience
- Intermediate knowledge of Adobe software (Photoshop, Illustrator, InDesign, Lightroom)
- Intermediate knowledge of video editing (Final Cut Pro X, Premiere Pro, After Effects)
- Excellent written and verbal communication skills

III. **Attributes:**

- Must embrace the vision and values of Mosaic Church
- Strong attention to detail
- Self-motivated & able to work with minimal supervision
- Ability to maintain a good attitude in difficult situations
- Must be able to easily adapt to change
- Must be willing to work flexible hours

IV. **Essential Functions and Responsibilities:**

- Create, edit, and publish digital content, including videos, graphics, and social media posts.
- Manage and schedule content across multiple social media platforms.
- Monitor and engage with followers, responding to comments and messages promptly.

- Provide live social media coverage of church events through posts, stories, and livestreams.
- Capture and organize media from church services and events.
- Lead and coordinate media volunteer teams.
- Recruit and manage social media volunteers or interns for content creation and engagement.
- Track and analyze social media performance, generating reports to improve strategy.
- Assist with event promotion and creative projects in collaboration with the Media Department.
- Work to keep relevant content in front of our target demographics
- Monitor trends in social media tools, applications, channels, design and strategy.
- Run paid ad campaigns (Facebook, Instagram, etc.) for events and initiatives.
- Assist with marketing materials, ensuring messaging aligns with church branding.
- Support the Production Department with Sunday services and special events as needed.
- Be present and actively participate in all church events as required.
- Maintain a lifestyle aligned with Biblical values and the culture of Mosaic Church.
- Perform other duties as assigned.

V. **Collaborative Relationships:**

- Mosaic Staff
- Mosaic church community
- Local vendors and contractors

VI. **Evaluation:**

General standards per Evaluation Support Form include Role Based Objectives (RBOs)

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____