

PROJECT SIX19

Job Description Social Media Coordinator

General Description

This is a part-time position that is to maintain the organizations online network and branding. Online network includes Facebook, Twitter, Instagram, and Pinterest. This individual will also assist the Communications Director with website updates, blog posts, and other tasks to complete the goals assigned to online content.

General Responsibilities

1. Work with the Communications Director to ensure a cohesive social media identity congruent with our mission and online personality.
2. Develop innovative and creative media content across social media platforms. This includes updates on Facebook, Twitter and Instagram. This might also include updates to the website or other social media sites.
3. Assist in the planning, development and coordination of all social media for any events that Project Six19 is participating. This includes working closely with Curriculum Marketing Manager and Executive Director for schedule of events and who is speaking at what time so as to highlight what Project Six19 is doing in the community.
4. Keep track of social media trends and competition.
5. Communicate with Communications Director regarding projects that require video editing.
6. Deliver monthly reports with statistics and results for each account.
7. Create strategies that expand Project Six19's social media following and helps further the ministry's mission and vision.

Individual Responsibilities

1. To pray for the proper functioning of the ministry, the Board of Directors, the Executive Director and staff, volunteers and constituents.
2. To attend the regular meetings with staff as well as any other necessary meetings with volunteers or other staff.
3. To help the ministry grow it's reach and effectiveness through social media.

Qualifications

1. A commitment to Jesus Christ as Lord and Savior.
2. Full agreement with the Project Six19 Statement of Faith, Sexual Ethics Policy, and passionate about Project Six19's mission and vision.
3. Exceptionally strong organization, interpersonal and communication skills. Especially as it relates to social media trends.
4. An existing interest in social media and what it takes to create an online presence.
5. A talent for creating IG content: should have an artistic eye and understand what makes quality social media content.
6. Demonstrated creativity, flexibility and comfort in working with diverse populations.

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7. Dependable, stable and capable of following through on commitments.
8. Ability to respect confidentiality.
9. Bachelor's degree or currently pursuing education.

Compensation

\$15-\$18 per hour depending on experience.

Application Process

1. Complete Project Six19 application
2. Interview with ED and Board Member of Project Six19.
3. Complete a state police criminal and background check.
4. Present a writing sample for review.