Social Media Coordinator

Purpose: To manage the church's presence on Facebook and Instagram, in order to foster community engagement, promote events, and share stories that reflect the life of the congregation that serves our local community.

Reports to: Operations Manager; Leadership Team

Time Commitment: It varies, but averages about 1-2 hours a week

Key Responsibilities:

- Maintain and update the church's Facebook and Instagram accounts with relevant and timely content.
- Engage with the online community by monitoring and responding to messages and comments.
- Share updates about upcoming services, events, and community outreach initiatives.
- Curate and post photos from church events and activities to highlight community life.
- Work collaboratively with church staff and volunteers to gather content and insights.
- Track engagement metrics and provide feedback on post performance and audience interaction.
- Keep informed of social media trends and suggest ways to enhance online engagement.

Success Looks Like:

- All relevant CCC events promoted in a clear an engaging fashion
- Positive engagement with individuals outside the CCC community
- People outside of the CCC community attending events