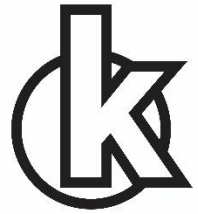


Social Media Coordinator



FLSA: Non-Exempt | Part-Time (20 hours)

Accountable to: Director of Experience

Purpose: The Social Media Coordinator exists to share the story and mission of the church through engaging and meaningful content. This role coordinates the church's social media presence, fostering connection, engagement, and community both online and in support of church ministries.

Duties and Responsibilities:

- Create and schedule engaging social media content that reflects the heart and voice of Kingsway
- Assist in developing social media campaigns for ministries and events.
- Monitor engagement, respond to messages, and stay aware of trends and best practices in digital outreach.
- Create visually compelling graphics and layouts using Adobe Creative Suite, Canva, or similar tools.
- Collaborate on sermon series branding, event themes, as needed
- Ensure all content is both aesthetically excellent and missionally aligned.
- Support ministry teams in developing social media promotional materials for events, programs, and initiatives.
- Ensure brand consistency and design excellence across all church communication touchpoints.
- Always looking for ways to build people who build people. Recruit, train and lead volunteers in respective area.
- Performs related duties as assigned by Manager.

Qualifications & Requirements:

- Degree in related field or 2-3 years related experience; or equivalent combination of education and experience.
- Competencies, Skills & Experience: Personal relationship with Jesus | Proficiency in Adobe Creative Suite (photoShop) and/or Canva | An eye for design, typography, and visual storytelling | Experience with Social Media Platforms, content scheduling tools, Google Analytics | experience with SEO Tools | Strong organizational skills | Attentive to details | Thrives with multiple projects and deadlines | Collaborative work style with servant heart attitude
- Confidentiality – This position regularly handles confidential information such as Church Attendee information, family meetings, volunteer background information and medical information. It is expected to always keep this confidential.
- Physical Requirements: Must be capable of lifting 50 pounds on a regular basis (some heavier lifting may be required), comfortable with heights, able to bend, crawl, kneel, squat to obtain good visual angles in video and photos.
- Must be a member of Kingsway Christian Church and be taking steps on the Growth Path, but at least at the “believer” level in each category. Must demonstrate that they are ‘all in’ at Kingsway - showing commitment to the Mission, Vision, and Cultural Behaviors & Beliefs of Kingsway.
- Schedule: Sunday-Thursday (20 hours).