



First Presbyterian Church of Englewood

ONLINE COMMUNICATIONS COORDINATOR

POSITION DESCRIPTION

Summary: The Online Communications Coordinator is responsible for enhancing the online presence of FPC.

Performance Metric: The primary metric for evaluating performance of the position is the reach and response of persons who connect with FPC through social media and the website.

Responsibilities: The Online Communications Coordinator is responsible for:

- Trimming the 9 am sermon video and uploading the file to various destinations
- Writing, designing, and scheduling the social media posts for the church each week
- Updating the website with the following week's worship information and events
- Analyzing response metrics and developing new posts that target various audiences
- Reporting the metrics of various posts monthly

Reporting: The Coordinator reports directly to the Head of Staff.

Hours: The position is expected to be 8 hours per week, on Sundays (the uploads are time-sensitive). With experience, we expect that more can be accomplished in the allotted time. The position may eventually grow in scope. Starting pay commensurate with skills and experience.

Skills/Experience: The Coordinator should exhibit the joy of her/his personal faith in Jesus Christ, have experience in using Facebook, Instagram, Canva, Buffer, a working knowledge of basic graphic design and video editing software, possess excellent written communication skills, and have an in-depth understanding of social media marketing.