

**Creative Content Coordinator**  
**JOB DESCRIPTION**  
**Frontline Community Church**

**Summary:**

The Creative Content Coordinator is a 20hrs/week employee at Frontline Community Church. This person will create and curate engaging graphics for in-house and online purposes while working under the Impressions Pastor to develop, coordinate, and maintain content and strategies that grows online presence and promotes excellence, consistency and trust across various social media platforms and web based communications.

**Overview:**

The Creative Content Coordinator is responsible for:

- Developing/Implementing social media strategy
- Updating website, Facebook, YouTube and Planning Center
- Creating/Organizing weekly content
- Creating graphics for series', events, signage, printed material, & various projects, including Christmas and Easter material
- Inputting weekly slides
- Occasionally overseeing event advertising including Christmas & Easter

**Responsibilities:**

- The Creative Content Coordinator will create and publish quality content across our various platforms to engage online audience and direct them to next steps.
- The Creative Content Coordinator will help continue to develop and implement a strategy that ensures consistency and increases weekly engagement by evaluating relevant analytics.
- The Creative Content Coordinator will create engaging graphics (consistent with Frontline's brand), for various purposes including but not limited to
  - Sermon series graphics
  - Sunday slides,
  - Facebook posts,
  - Printed material (such as signage, flyers, invites, bulletins...)
- The Creative Content Coordinator will organize, update, and monitor Frontline's Website and YouTube channel as appropriate.
- The Creative Content Coordinator will be responsible to input weekly Propresenter slides (song lyrics and sermon slides)
- The Creative Content Coordinator will respond to and appropriately direct incoming messages via FB messenger.
- The Creative Content Coordinator will help create and schedule planningcenter registrations
- The Creative Content Coordinator will participate in weekly production meetings (Tuesdays at 11AM)

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- The Creative Content Coordinator may be asked to collaborate with staff member and volunteers on various projects

#### **Expectations:**

- Agreement with and support of the church doctrinal statement
- Become a member of FLC and subscribe to the Membership Covenant, Staff Core Values, and Conflict Management documents.
- Able to work independently while exhibiting a teachable spirit, willing to receive guidance and instruction.
- Cultivate a growing and devoted walk with God in his/her personal life
- Enthusiastic support for the leadership and vision of FLC

#### **Accountability:**

- The Creative Content Coordinator will be accountable to the Impressions Pastor and Shepherding/Elder Team in fulfilling this job description.
- The Creative Content Coordinator will attend weekly production meetings and meet with Impressions Pastor at least once a week to clarify expectations, ask questions, and collaborate on projects
- Serve under the direction and supervision of the Impressions pastor and fully engage in and support the vision and mission of Frontline

#### **Expected Hours:**

- The Creative Content Coordinator will be expected to work approx. 20 hours a week. with at least 15 of these in office. Schedule will be worked out with the Impressions Pastor.
- The Creative Content Coordinator is expected to be at weekly Production Meeting (Tuesdays at 11AM).