

Digital Media Coordinator (Corporate/Surrey)

PRIMARY OBJECTIVES

The Digital Media Coordinator (Corporate/Surrey) reports directly to the Communications Manager and is committed to ensuring a high level of excellence in the execution of online media with a focus on Social Media and Web for our Surrey location and all corporate Village Church channels. The Digital Media Coordinator is also responsible for volunteer teams at our Surrey location as well as corporate volunteer teams.

DEMONSTRATED QUALITIES/SKILLS

The Digital Media Coordinator (Corporate/Surrey) demonstrates these characteristics:

- Task Oriented: can produce a high level of volume
- Detailed: can show attention to all aspects of a task
- Proactive: can anticipate issues before they become problems
- Responsible: can be counted on to get done what is assigned and take initiative
- Humble: can serve the rest of the department, staff, and volunteers
- Personable: able to recruit and lead a team of volunteers relationally
- Creative: finds innovative ways to communicate
- Photography: experienced with DSLR cameras, comfortable with Lightroom
- Fluency in Social Media Platforms and Approaches
- Good at proofing
- Experience with basic video editing is a plus
- Marketing or Communications Post-Secondary Education is a plus

RESPONSIBILITIES

- Overall responsibility for Corporate Social Media and Web (create and schedule content)
- Develops Corporate media volunteer team and mines for stories
- Overall responsibility for Surrey Social Media and Web (create and schedule content)
- Develops Surrey media volunteer team and mines for stories
- Creates weekly sermon clips, sermon quote graphics
- Manages organization of corporate Vimeo and YouTube accounts
- Helps manage changes and updates to Corporate and Surrey website pages
- Helps implement marketing strategy for corporate and Surrey events, ministries, series, etc.
- Takes ownership of inviting new people to serve on a regular (weekly) basis
- Committed to thanking at least one volunteer on a weekly basis
- Intentional in pursuing relationships with un-churched people



Job Description

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KEY RESULTS

- Assigned Social Media channels are engaging and informative, and present the work that God is doing through the church in a highly compelling way
- Assigned volunteer teams are bought in and are contributing at a high level
- Assigned Websites are current, without error, and meet standards of excellence
- All written content is written in the Village brand voice

WORK WEEK

- 40 Hours, Sunday-Thursday