

Title/Position: Social Media Manager
Department: Communications
Team Leader: Director of Communications

General Description

Grow and engage our target social audiences by creating engaging content for the church's social media presence, including keeping social media channels updated and brand-focused, and seeking out new social media avenues and ways of connecting with others.

Specific Responsibilities

- Manages CPC's social media platforms including Facebook and Instagram, including daily posts and monitoring audience comments, questions and direct messages
- Writes and edits engaging, relevant content that hooks audience and encourages action
- Creates dynamic graphic and video content
- Analysis and reports audience information and demographics, and success of existing social media projects
- Uses timelines and scheduled content to create a consistent stream of new content for audience interaction
- Help educate and elevate the team's understanding of social media's best practices
- Other duties as assigned

Qualifications

- Proven work experience in social media marketing
- Technology Skills, Content Writing, Graphic Design (Photoshop), Campaign Execution
- Strong Communication Skills, Networking, Detail Oriented, Proofreading
- Photography skills w/light editing is a bonus

Terms of Employment

- Hours will vary due to seasonal requirements. This is a contract position, possibly 10-20 hours per week.
- Salary range TBD
- No Benefits

How to apply?

Send resume to CPC's Director of Communications, Stephanie Nava. stephanien@cpcdanville.org