

Emmanuel Community United Methodist Church (ECUMC)

Position	Media Coordinator
Mission	To develop and enhance electronic communications that support ECUMC's mission of "Imitating Christ Together"
Exempt Status	Exempt
Reporting Relationship	Direct report to the Lead Pastor The Staff Parish Relations Committee (SPRC) will provide liaison for support and communication.
Purpose	The Media Coordinator is responsible for representing the mission of ECUMC online through relevant content within our website and social media platforms.
Expected Hours	20 hours per week/ blend of onsite and offsite

Major Duties & Responsibilities

- Create and maintain a new ECUMC website, incorporating a professional look that is welcoming and easy for all generations to navigate. Consider the website as the symbolic front door of the church.
- Develop a uniform and professional look and design across all media platforms, including the website, relevant social media, Pro-Presenter, worship slides, outdoor electronic sign, and digital publications.
- Regularly update ECUMC's presence on Facebook, YouTube, Instagram, and other appropriate media outlets.
- Manage the worship slides, creating uniform templates and producing slides and coordinating volunteers
- Monitor text line and communicate prayer requests to the Pastor during Sunday services.
- Crosstrain others for various aspects of the position.
- Other duties as assigned.
- Attend staff meetings (Monday A.M.) as requested.

Training/Experience Preferred

- Previous experience with social media management and content generation.
- Strong organizational and time management skills.
- Excellent written communication skills.
- Ability to collaborate effectively with staff and volunteers.
- Ability to independently and proactively complete tasks.
- Willingness to communicate challenges within the job responsibilities and seek support.
- Ability to safeguard and abide by confidentiality requirements.
- Working knowledge of content creation software, Microsoft applications, and database and customer support software.
- Be a person of genuine Christian character.

Apply with letter and resume at:

Church@ec-umc.com

Attention Jeff Schmidt

Staff Parish Relations Committee Chair