



Job Description: **Social Media Staff**
Part-Time/Non-Exempt

CenterPoint Church values clear communication in order to influence, inform and empower people to grow in their faith. The purpose of this position is to create and oversee all social media communication from CenterPoint to the congregation and community. All language at CenterPoint should be contemporary, honest, God-honoring and conversational.

Tasks include:

Oversee all social media for the church.

- Create (when needed) graphics for posting
- Monitor and respond to comments
- Develop social media strategy (analytics)
- Reflect culture and language of Lead Pastor and the church
- Photograph and create posts in real-time at events
- Develop teams of volunteers to gather content for creating posts
- Oversee online advertising (Facebook boosts)
- Uphold the Communication Guide and Style Guide

Qualifications:

1. A strong and growing faith in Christ
2. High School Diploma or equivalent
3. Experience working with a company's online presence
4. Superior written and oral communication skills
5. Excellent project management skills and ability to manage multiple projects at once

Schedule:

10 hours per week

2 days in office - Tuesdays and Sundays

All staff at CenterPoint are expected to:

- Work as part of a team and build up all ministries at CP
- Be quick-paced
- Have a servant attitude
- Be skilled at administration and organization
- Have a welcoming and inviting presence

To apply, please send resume to [hiring@cpchurch.com](mailto: hiring@cpchurch.com)