



## **Cottonwood Creek On Mission Job Description**

<b>Job Title:</b>	<b>Digital Communication Specialist</b>
<b>Department/Job Status:</b>	<b>Cottonwood Creek Communications Ministry/Full Time</b>
<b>Reports To:</b>	<b>Communications Director</b>

**Job Summary:** Assists Communications Director through various projects with a primary focus in social media and digital marketing.

### **Essential Functions:**

#### **Social Media**

- Tell the story of Cottonwood Creek through social media platforms.
- Point of contact for social media.
- Plan and run social media and Google advertising.
- Implements the social media strategy.
- Coordinates and schedules the posting of online content.
- Provides weekly social media stats report to Communication Director.
- Take pictures/video of happenings around Cottonwood Creek during the day/evening and post on social media.
- Covers Cottonwood Creek events live on social media.

#### **Digital Marketing**

- Point of contact for digital marketing platforms.
- Improve and maintain church website.
- Maintain church app.
- Implements texting strategy.
- Assists and trains ministry with texting.
- Creates church-wide emails and help ministries create customized emails.

#### **Graphic Design**

- Member of the design team that creates church-wide materials. Including, but not limited to: social media graphics, inserts, brochures, logos, posters, sermon and announcement slides, online newsletter, etc.
- Assists with information gathering, creation and printing of Creek Guide, inserts, semester guides and other publications as needed.
- Assists with coordinating internal and external graphic design needs for the Communication Department as well as other ministries.

#### **Other**

- Answer technical questions.
- Answer printing questions.
- All other duties as assigned.

### **Job Requirements and Personal Qualifications:**

**Education:** 2-year college degree or equivalent job experience.



**Job Skills:** Social media experience, HTML, CSS, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, HTML, Microsoft Word, PowerPoint, Photography, A Creative Mind

**Personal Qualifications:** Have a personal relationship with Jesus Christ with consistent evidence of fruit in their personal life; Motivated to serve God in a ministry; Ability to consistently use good judgment. Must be dependable, discreet, confidential, friendly and professional; Must have a desire to help and serve others.