HOURS: Between 20-25 hours per week. Must be available to work Sunday mornings to live stream worship between 8:30-11:00 a.m.

PURPOSE OF POSITION:
In collaboration with the Mission Outreach ministry, the Church Council and the FCC office staff, provide and execute the overall marketing and communications strategy for the church. Provides support to Pastors, Ministries and Committees.

JOB RESPONSIBILITIES:
In collaboration with the office, Mission Outreach and Church Council provide and execute the overall marketing and communications strategy for FCC including but not limited to:

• Developing and coordinating FCC’s monthly advertising promotions such as:
  o Facebook posts, events and ads, including setting up targeted paid advertising
  o Coordinating the dissemination of information in the community (posters, event flyers, etc.)
  o Advertising and promotional development with local media and organizations such as Bravo, Downtown Neighbors Association, newspapers, radio stations, etc.
  o Development of a communications plan to reach FCC members through a variety of mediums as appropriate to message and audience (email, social, internal FCC screens, etc.)
  o Public relations and outreach with local media, community groups and other important affiliations

• Creating and executing of FCC’s social media strategy, including Facebook, Instagram, YouTube and other emerging platforms

• Coordinating and publishing of website and email updates on a monthly basis with office staff to ensure the site is relevant and up to date (including the update of the events calendar, home page messages). Review of web engagement analytics and provide recommended next steps.

• Capturing, editing and publishing weekly live stream sermon, video content, worship slides, text messages, APPS and other digital assets and content

• Providing database support and maintain of the FCC member database, including technical and visual updates to FCC’s directory app

• Attending monthly Mission Outreach meetings

Experience and Skills
• 2-3 years social media and digital marketing experience
• Experience with multi-media and A/V technology to capture, create, edit and publish content in multiple digital formats
• Ability to organize and project manage
• Excellent writing and communication skills
• Team player

Rate of Pay: $15/hour

To submit a resume or inquire more about the position, interested candidates may contact Pastor Jesse Tanner by phone (847-741-4045) or email (pastorjesse@fcc-elgin.org).