

Digital Media Coordinator

Department: Communications

Reports to: Pastor of Communications

South Shores Church | Dana Point, CA

Job Summary

The Digital Media Coordinator (DMC) will work with the Communications team to fulfill the mission and goals of the Communications Ministry. The DMC is responsible for strategy, creation, and management of South Shores Church's digital media presence and online engagement through social media (Facebook, Instagram, Tik Tok, etc.), *southshores.org*, *South Shores App*, *South Shores Weekly* (email) and others. Additionally, the DMC will assist other church ministries and events in forming a digital strategy and help them implement it.

Suggested Qualifications

- Is a growing Christian, deepening his/her personal relationship with Christ and models this for others.
- Is passionate about and feels called to serve South Shores Church
- Has natural artistic/creative talent
- Is a "digital native" with advanced skills in social media and app platforms
- Is a flexible person with a teachable spirit and is a team player

Essential Duties and Responsibilities

- Develop strategy for SSC digital media presence and online engagement
- Weekly brainstorming, production and scheduling of digital assets
- Assist in ongoing development and maintenance of *southshores.org* and the South Shores App
- Oversee online advertising and results
- Meet with ministry directors and pastors to elevate their ministry's digital presence
- Add online engagement component to our streamed services

Hours

The Digital Media Coordinator will work 40 hours per week. These hours will include:

- In the office four days per week.
- Sunday mornings to capture and create digital content from worship services.
- Other hours on campus or at home as necessary.

The Communications Ministry of South Shores Church exists to reach church and community through media in order to inspire, inform, and invite participation into the life and mission of the church.