

Position: Job: Ekklesia Media Admin

Department: Ekklesia

Wage: \$12-15/hour

Combined Schedule: Monday-Thursday

Reports To: Ekklesia Director

Exemption Status: Non Exempt

Hours: 10 hours/week.

Summary of Duties

Create and sustain an engaging online presence for Ekklesia through the creation and publication of relevant, original, high quality social media, and website content.

Essential Functions

- Create and manage a regular publishing schedule for Ekklesia content.
 - Create weekly engaging Instagram content.
 - Create bumper videos for Ekklesia preaching series.
 - Create midweek sermon clip to post on Facebook and Instagram.
 - Create title slides for Ekklesia Gatherings.
 - Coordinate with CTK Communications team for other Ekklesia video projects.
 - Manage Facebook ads.
 - Manage website.
 - Optimize podcast each week.
 - Meet with Ekklesia Director once a week to clarify direction and deadlines for ongoing projects.
 - Meet with Ekklesia Team once a month to build team cohesion.
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Knowledge, Skills, and Abilities Required

- Excellent computer skills.
- Excellent writing and language skills.
- Superb visual and audio sense.
- Demonstrates excellent ability to follow-through.
- Displays in depth understanding of different social media platforms and how to use each one.
- Accomplished content creator.
- Competent in Adobe Suite and Canva.
- Passionate about design, creativity and storytelling.
- Demonstrated understanding of the audience, the goals and the message we are communicating.
- Team player.