Creekside Christian Church

Digital Ministry Coordinator

I. Position Identification

- Title: Digital Ministry Coordinator
- Department: Communications
- Reports to: Communications Director
- Classification: Full-Time, Hourly

II. Position Summary

- Lead in the execution of the Creekside Digital Ministry philosophy and guide church-wide digital content creation, hosting, assimilation and engagement.
- Meets the Biblical standards set forth in 1 Timothy 3:2-7; Titus 1:6-9; 1 Peter 5:2-3

III. Responsibilities:

- Develop and incorporate digital content onto digital platforms as vital part of the Creekside Ministry
- Direct the research and study of "best practices," leading to the development, adoption and implementation of the church's digital ministry structures
- Establish a significant Creekside online presence in Elk Grove and nearby communities and beyond
- Coach Creekside Ministry Staff in the discovery and assimilation of appropriate, ministry-specific digital tools for serving those yet to be involved
- Oversee video shooting, editing, and streaming for Creekside Ministries
- Identify the most appropriate, quantifiable digital metrics and analytic data for solid digital ministry evaluation and expansion

IV. Minimum Job Requirements

Qualifications & Education

- Meets the minimum standards of the Required Staff Values of Creekside
- High School Diploma; Bachelor's Degree preferred

Experience

- Minimum 2-3 years experience in Digital media interaction

Management/Supervisory Experience

- Established experience in leading volunteers within the ministry of the local or larger church

Skills Desired

- A working knowledge of digital platforms and marketing
- A strong ability to recruit, retain, motivate and inspire a volunteer team
- Ability to work independently as a team leader and/or team member
- A sound administrative and organizational capability, including communication (written and oral), ministry facilitation skills and budgeting acumen
- Working knowledge of Microsoft programs (i.e., Word, Excel, Outlook), general proficiencies in data management
- Working knowledge of Adobe Creative Cloud applications. Especially Premiere, After Effects and Illustrator