First United Methodist Church Winnsboro, TX.

**Part Time Social Media & Communications Coordinator**

The ideal candidate will have experience and a deep understanding of how to use social media in a church setting and assist the Pastor with projects and tasks to make disciples of Jesus Christ. MA 28:19

**10 hours/week (*Some remote work possible) … $12-15/hour***

***SOCIAL MEDIA:*** increase reach and measurable interactions by creating online posts to inspire people to participate in FUMC’s Ministries.

* Oversee and manage social media content, schedules and analytics in multiple social media platforms (Facebook, Instagram, YouTube, Twitter, and other social media accounts. etc.), staying up-to-date with trends 1
* Edit Sunday morning Facebook video and edit/upload to YouTube 1
* Communicate with followers, respond to inquiries, and monitor customer reviews .5
* Develop strategies to build community involvement, i.e. promotions, questionnaires, etc. .5
* Film and edit short video testimonials (Should have a phone with a good camera (Irregularly, 3-4 hours, 3-4x/year)
* Resize/edit photos/videos/audios for social media platforms (1)

***WEBSITE***: Basic website building skills ideal.

* Manage the Church’s website event calendar (.5)
* Edit/trim Sunday worship audio and upload to the website (1)
* Manage website SEO, WordPress Management and Google Rankings (.5)

***MISCELLANEOUS SKILLS***:

* Work proficiently to convert Pastor’s notes to worship and study PowerPoint presentations. 4
* Comfort with Google Suites and knowledge of Drop Box, Google Drive or comparable Cloud storage sharing important
* Is proactive, positive, tech-savvy, able to work without supervision and has GREAT attention to detail
* Is adaptable to change and flexible

Send resumes to Cyndie Ewert, Staff Parish Relations Chair, cyndie.ewert@gmail.com