

Social Media Coordinator



VILLAGE CHURCH

Presbyterian (USA)

Village Church Mission Campus
6641 Mission Road
Prairie Village, KS 66208

Full-Time
Reports to: Pastor for
Communications

To apply, send resume and/or cover
letter to
human-resources@villagepres.org

Job Purpose:

The social media coordinator works with the pastor for communications and the communications team to celebrate the life, ministry and mission of Village Church, inspire all people who come across our social channels to deepen their faith and connection to the broader Church, and inform members, visitors, and friends about opportunities to worship, serve, learn, and grow together at Village Church.

Duties & Responsibilities:

- Primary ownership of Village Church's various social media accounts with a commitment to consistency, accuracy and impact.
- Create or coordinate the creation of video and graphic design content made specifically for social media
- Understand social media as a ministry, both for our members and for those we will never meet
- In coordination with the design & digital media manager, produce digital content, printed material, bulletins, graphics, artwork for sermon series, and any other design material for the life of the church
- Research and evaluate trends and technologies to enhance the church's online presence
- Collaborate with various ministries to understand how to celebrate, inspire and inform the Village community about their programs.
- Other duties as assigned.

Experience & Qualifications:

- Comfort with and ability to support the mission and ministry of Village Presbyterian Church.
- Proven excellence in graphic design and social media content creation.
- Ability to multi-task, prioritize and work efficiently.
- Excellent oral and written communication skills.
- Excellent time management and organizational skills.
- Proficiency with Mac operating systems, Adobe Creative Suite, and Meta Business Suite.
- Familiarity with Office 365.
- Bachelor's degree preferred with experience in graphic design, communications, digital design, and social media management.

Working Conditions & Physical Requirements:

- Flexible schedule – ability to work evenings and weekends for worship and special events.

How to Apply:

Send resume and/or cover letter to human-resources@villagepres.org.

AAP/EEO Statement:

Village Presbyterian Church is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Village prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, sex, religion in non-ordained positions, national origin, disability status, protected veteran status, or any other characteristic protected by law. Village conforms to the spirit as well as to the letter of all applicable laws and regulations.