

<b>Title:</b>	<b>Social Media Content Creator</b>
Reports to:	Communication Director
Status:	Part-time (15-20 hours per week), Non-exempt <i>(Note: This role can be 15 hours/week if the candidate is not skilled for or interested in the 5 hours/week of photography responsibilities.)</i>
Schedule:	Weekday office hours; occasional evenings and weekends for capturing events
Value to the team:	You see the ways social media can be used positively. As an integral member of our team, you manage Blackhawk's social media presence, strategically weaving mission and story throughout.

### Responsibilities

- **Social Media** *(average of 15 hours/week)*
  - Oversee social media strategy and implementation for churchwide channels.
  - Manage churchwide social media platforms (currently Facebook, Instagram, YouTube).
  - Develop an optimal posting schedule based on web traffic and engagement metrics.
  - Create engaging posts, leveraging both existing content and generating new content. As needed, collaborate with other staff as needed (e.g., Video Team, ministries) in the creation of content.
  - Facilitate online conversations with those who engage on our churchwide platforms.
  - Administer the Blackhawk Community Board, managing and monitoring content.
  - Train and partner with ministries on social media strategy, ensuring alignment with churchwide platforms for quality, content, voice, and information about all-church initiatives.
  - Stay current with trends and changes in social media platforms and algorithms.
  
- **Photography** *(average of 5 hours/week)*
  - Ensure quality photography that captures Blackhawk story in still images (Sundays, events, gatherings, general Blackhawk life etc.).
    - Manage prompt editing and distribution of photos.
    - Recruit, train, and schedule volunteer photographers.
    - Maintain organized photography files, archives, and equipment.
  
- **Teamwork**
  - Serve as an active member of the Communication Team.
  - Keep a multicultural lens throughout role responsibilities.
  - Other duties as assigned.

### Qualifications & Skills

Stable, mature, growing disciple of Jesus Christ, committed to the values of Blackhawk Church  
Prior experience in social media management, and familiarity with leveraging marketing strategy  
Demonstrated ability in organization, managing projects, and meeting deadlines  
Previous education, training, or experience in video, photography, or graphic design preferred (not required)  
Values and has a good eye for the look/feel of media and story  
Able to thrive in a collaborative environment while staying true to the goal/strategy/mission  
Exercises mature and independent judgment, confidentiality, and tact  
Values multicultural ministry  
Proficiency in Office 365, social media scheduling software, and project management software (e.g., Asana)

### **About Working at Blackhawk**

*At Blackhawk Church, we want to build a loving community that follows Christ in order to reach a community that is lost without Him. On Blackhawk staff, we consider it an honor and privilege to take part in this mission.*

*Our staffing philosophy is simple: connect people to roles they'll thrive in. Our hope is to – as much as is feasible – ensure people's skill, experience and passion align with their role so that they're not just doing the job but thriving in it. Our staff culture values collaboration, coaching/development, humble service and healthy relationships. Our team works really hard, and we have fun doing it. Lastly, we aim to provide a competitive benefit package, and we offer flexibility in schedule when possible and practical.*

*We are an Equal Opportunity employer committed to growing a diverse staff. We don't just accept ethnic and cultural difference – we celebrate it, we support it and we believe it's what God envisions.*

**To apply, visit [blackhawk.church/jobs](https://blackhawk.church/jobs).**