

Title:	Social Media Coordinator
Reports to:	Associate Director of Communications
Status:	Part-time (15 hours per week), Non-exempt <i>Based on applicant interest and skillset, this role can be combined with the Website Coordinator for a full-time 35 hour/week position</i>
Schedule:	Weekday office hours at least once per week; occasional evenings and weekends
Value to the team:	You see how to leverage social media to expand reach and spark engagement. As an integral member of our team, you manage Blackhawk's social media presence, strategically weaving vision and story throughout.

Responsibilities

➤ Social Media

- Oversee social media content creation and implementation for churchwide social media platforms.
- Develop an optimal posting schedule based on web traffic and engagement metrics.
- Create engaging posts, leveraging both existing content and generating new content.
- Facilitate online conversations with those who engage on our churchwide platforms.
- Administer the Blackhawk Community Board, managing and monitoring content.
- Stay current with trends and changes in social media platforms and algorithms.
- Serve as an active member of the Communications Team.
- 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
Exercises mature and independent judgment, confidentiality, and tact
Values multicultural ministry, and committed to incorporating multicultural perspectives in job duties
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.