|  | **POSITION TITLE:** Director of Social Media**CAMPUS OR TEAM:** Central**REPORTS TO:**  Sr. Director of Digital Operations**SALARY OR HOURLY:** Salary **HRS PER WEEK:** 40+Position summary Accelerate the mission of CedarCreek by managing and growing CedarCreek’s online presence through our social media platforms. POSITION RESPONSIBILITIES: * Manage CedarCreek’s social media platforms - Instagram, Facebook, Twitter, and YouTube
* Work with the Sr. Director of Digital Operations on engagement strategies
* Execute content strategies for all social media platforms
* Execute social media advertising campaigns
* Provide customer service on all social media platforms, and work with the Online Pastor to respond to all comments
* In conjunction with the Sr. Director of Digital Operations, work with other ministries who have social media platforms, to help assist, teach, and align their voice with the overarching CedarCreek Brand Voice
* Provide social media support to campuses as needed
* Track analytics and performance to ensure CedarCreek maintains a strong social media presence
* Build and develop a volunteer team
* Stay current on social media trends and frequently working to re-strategize to consistently improve engagement
* Provide regular social media content as part of the overall CedarCreek content development process

POSITioN REQUIREMENTS: * Being a tithing Missional Member in good standing at CedarCreek Church
* Attendance at a weekend service and in a Group or on the DreamTeam
* Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
* Honoring the CedarCreek Church Staff 10 Points of Accountability
* Effective communication skills, both verbal and written

MEASUREMENTS: The position will be evaluated by the following quantifiable measurements:* Church-Wide Dashboard
* Social Media DreamTeam Depth Chart
* Overall execution and success of Social Media Calendar

ACCOUNTABILITIES: The position will also be held accountable for the following:* Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam
* Maintaining good fiscal responsibility, stewarding resources with excellence
* Maintaining unity within all Departments, Campuses, and Ministry Areas
* Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times

DisclaimerNothing in this job description restricts the right of the Position’s Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.**ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:** * **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* **Grasping.** Applying pressure to an object with the fingers and palm.
* **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
* **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
* **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
* **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.

**Physical requirements of this position.** * **Light work.** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

**The visual acuity requirements including color, depth perception, and field vision.** * The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

**The conditions the worker will be subject to in this position.** None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work) |
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