

**Position Title: Social Media Director**  
**Direct Report: Executive Director of the Arts**  
**Average Hours Per Week: 40+**

**Department: Arts**  
**Campus/Team: Central**  
**Salary or Hourly: Salary**

**Position Summary:**

The Social Media Director's purpose is to help CedarCreek improve the organization's social media impact internally and externally. Individual will be responsible for initiating and managing social media strategies and timelines for services, departments, and events.

**Experience and Knowledge:**

- Experience promoting a brand or organization with social media
- Photography experience
- Writing and editing experience
- Experience managing volunteers
- General knowledge of design concepts with a pulse for current trends and techniques
- Ability to manage multiple projects simultaneously while meeting deadlines
- Ability to work as a team player and discuss needs, challenges and ideas
- Ability to think ahead, anticipate needs and offer creative solutions
- Excellent written and verbal communication skills, including difficult conversation and feedback.

**Position Responsibilities:**

- Understand the CedarCreek brand and support it and improve it through all social media.
- Recruit and manage a DreamTeam of volunteers to assist in photography for social media and life change stories.
- Connect with departments about potential stories of life change
- Stay current on social media trends
- Create timelines and manage a calendar for social media messaging
- During non-business hours he/she should be available for rare emergency work

**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
- Any additional requirements set by the Direct Report, Executive Director, and/or Elders
- Additional requirements (education, certifications, etc.)

**Measurements:**

The Position will be evaluated by the following quantifiable measurements:

- Brand health and growth on social media platforms
- Social media DreamTeam depth chart
- Life Change stories shared
- Execution of the 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 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.
- **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.**

- **Medium work.** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**The visual acuity requirements including color, depth perception, and field vision.**

- The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.