

POSITION TITLE: Intern, Social Media

CAMPUS OR TEAM: Central

REPORTS TO: Social Media Director

HRS PER WEEK: 20-24

POSITION SUMMARY

The Social Media Intern is a Central Support steward of our mission to introduce people to Jesus and the life-changing adventure with him. Their primary focus is helping CedarCreek develop and maintain a robust social media presence, while assisting the Social Media Director in executing strategies and timelines for services, departments, and events.

POSITION RESPONSIBILITIES:

- Understand the CedarCreek brand and support and improve it through the use of social media platforms
- Stay current on social media trends (Facebook, Instagram, YouTube, Twitter, TikTok, LinkedIn) and share ideas during brainstorming sessions as campaigns are developed
- Create posts that inspire engagement and community connection (with provided content and/or by creating original content with supervisor support)
- Multitask dynamically between photo, video, and design to collaborate creatively and in excellence
- Schedule posts ahead of time through Sprout Social software
- Measure social media data through Sprout Social software and create reports that indicate highest post and campaign engagement
- Plan posting schedule to drive engagement around new church initiatives
- Respond to messages and comments received on Facebook, Instagram, and Twitter using CedarCreek's tone and strive to connect first while answering questions
- Conduct outreach to followers who actively engage in content about joining Social Media DreamTeam to support in content creation
- Collect, archive, and re-post photos/videos/quotes from followers who share content with CedarCreek
- Upload weekend service and social media videos to YouTube with proper titles and captions, organize playlists
- Equip staff and DreamTeam with social media tool kits for series and events
- Coordinate online weekend lobby times and support/equip online moderator teams with best practices
- Write copy and proofread/double-check links before posting content
- Attend weekly department & Campus staff meetings

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
- Championing the 5 Agreements of CedarCreek Church Understanding and commitment to the Spiritual Journey
- Can execute social media duties at a high level (some knowledge/experience working in Adobe Creative Suite is important for this role)

MEASUREMENTS:

The position will be evaluated by the following quantifiable measurements:

- Brand health and growth on social media platforms
- 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 times

DISCLAIMER

Nothing 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:

- **Climbing.** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. **This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.**
- **Balancing.** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. **This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.**
- **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- **Crouching.** Bending the body downward and forward by bending leg and spine.
- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Standing.** Particularly for sustained periods of time.
- **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **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.

- **Sedentary work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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.

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to outside environmental conditions. No effective protection from the weather.
- The worker is subject to both environmental conditions. Activities occur inside and outside
- The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is required to function in narrow aisles or passageways.
- None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)