

St. Paul's United Church of Christ

428 Kilbourne Street * Bellevue, Ohio 44811 * (419) 483-6490

Digital Communications Assistant

Position Description

St. Paul's United Church of Christ, an active, family-focused church, is looking for a creative, energetic and skilled individual to attend to the church's digital ministry needs. We are looking for someone who is comfortable around both computers and the internet, and is familiar with popular social media sites and current practices. The person filling this position will be responsible for an important ministry of the church, and they will function as a member of a team, partnering with both the Pastor and Administrative Secretary, as well as other staff and church leaders as needed.

The position is part-time, 30 hours a month.

Qualifications

- Have knowledge and experience regarding computers, the internet and social media
- High energy, enthusiastic, hands-on, outgoing, creative person
- Value teamwork
- Be able to recruit and train volunteers, if needed

Key Aspects of the Position

1. Expectations and Goals

- Maintain the church's website
- Maintain the Church's Facebook page
- Maintain the Church's digital sign
- Maintain the electronic slideshow in the narthex
- Expand and maintain the Church's social media presence in consultation with the Pastor
- Assist with media needs on Sunday mornings as needed when the Pastor is absent
- Potentially, in the future, coordinate and oversee live steaming of Sunday morning worship services, with the assistance of a volunteer team

2. Administration

- Develop short and long-term goals for the Church's digital communication, in cooperation with the Pastor and Church Council
- Assist with the coordination of resources, needs and requirements regarding digital efforts

3. Evaluation and Compensation

- The Digital Communications Assistant shall be administratively and programmatically accountable to the Pastor.
- The Digital Communications Assistant shall be employed by the Church Council.
- The work schedule is completely flexible, and can be largely accomplished off-site.
- The Digital Communications Assistant will be evaluated annually by the Pastor and a representative from the Church Council.
- The Digital Communications Assistant shall have an ongoing contract with an hourly salary, payable monthly.
- Termination of employment requires four-week written notice and can be initiated by either the Digital Communications Assistant, or the Church Council.

To Apply

Please send a letter of interest and a resume to Rev. Dr. Diane Carter, St. Paul's United Church of Christ, 428 Kilbourne St., Bellevue, OH 44811, or to spuccpastor@gmail.com