

WEB CONTENT AND MEDIA COORDINATOR
First United Church | Bloomington, Indiana

Hours: 10-12 hours per week, including worship and staff meeting
Report to: Senior Pastor
Work Hours: Sunday mornings, 9:45-11:45 a.m.
Weekly Staff meetings, Tuesday afternoons, 1-2 p.m.
Other hours variable/flexible
Salary: \$15-20 /hour

QUALIFICATIONS:

The ideal candidate will have experience with coordinating website maintenance, social media strategy, and communication. Candidate will host weekly zoom webcast of worship service on site.

Candidate must be comfortable with First United's progressive Christian faith perspectives and values, and strive to represent our mission, values and progressive identity in their work with and for the congregation.

Candidates are expected to complete a comprehensive background check.

SUPERVISION:

The Web Content and Media Coordinator can expect to receive requests and feedback from multiple sources, including but not limited to the Worship Committee, Personnel Committee, and the Executive Committee. The direct supervisor for this position is the Senior Pastor. Feedback from the congregation will also be integrated.

RESPONSIBILITIES:

1. Manage the technical operation of the website—including implementing a security protocol for a “members only” section where a username and password is required to access and download things like church directory, meeting minutes, etc.
2. Establish a regular review schedule for each major section of the website to ensure that content from essential church bodies are current
3. Create regular content for FaceBook and other social media channels
4. Regularly attend & photograph church events
5. Perform/provide research on best practices in social media policies and church event coverage by other congregations.

SKILLS

- Proficient in Divi and WordPress including latest design
- Zoom Functionality, security, hosting, and best practices
- Vimeo
- Website Design
- Graphic Design

Applications from women and/or Black, Indigenous, or other People of Color are highly encouraged. No application shall be excluded from consideration based on ethnicity, race, religion, national origin, sexual orientation, gender identity, age, or disability.