

JOB DESCRIPTION
DIGITAL CONTENT MANAGER
CAMPUS: BATH



Ministry Area: Communications

Ministry Position: Digital Content Manager

Time commitment: 40 hours per week, full-time salary exempt

Reports to: Leigh Ann Hradil, Director of Ministry Operations

Position Overview

This position develops, manages and prioritizes the Grace Church website, digital channels, and all Bath Campus communications. While this person will report to the Director of Ministry Operations, direction will also come from the Director of Branding.

Essential Job Functions

- Develop and manage the front end of all Bath Campus web & digital channels to meet the overall goals of the pastoral staff and their ministries.
- Responsible for managing all communication channels to accomplish ministry goals including regular and special projects (i.e. website, app, enews, texting, social media, etc.)
- Manage and execute digital marketing plan as defined by director of branding.
- As a part of the communications team, this position will be responsible for helping to craft the messaging of written content for the Bath Campus.
- This role will be responsible for training staff on how to use digital channels.
- Stay up-to-date on current media styles, trends, and techniques and implement them when relevant for Grace keeping focus on the target audience for weekend service, the 24 year old.

Specific Requirements

- Extensive Experience in the Adobe Creative Suite including Photoshop & Illustrator.
- Proficient in Wordpress.
- Experience with HTML, CSS and Subsplash.
- Strong written communication skills.
- Strong project management skills.
- Bachelor's Degree in Web Development or Marketing and/or comparable experience.
- Experience with web development technologies and processes.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By:

- 30-60-90 day and annual review by the Director of Ministry Operations.
- Input from staff and volunteers.