



Digital Media Coordinator

First Baptist Simpsonville | Upstate Church

Simpsonville, SC

Full-Time

OVERVIEW:

The Digital Media Coordinator at Upstate Church will assist the Communications Team in the digital realm. They should have great attention to detail, time management skills, and be able to manage the digital media needs of a multi-site church. They will be responsible for keeping all digital aspects of the church's presence up to date.

RESPONSIBILITIES:

SOCIAL

- Coordinate with the Communications Team to create and schedule social media content across all platforms.
- Stays up to date on current social media trends.

WEBSITE

- Keeps up with week-to-week website updates and maintains current photos and videos across the site.
- Keeps up with monthly FBSCEC website updates.

COMMUNICATIONS

- Coordinate with the Communications Team to keep visual consistency between platforms.
- Coordinate with the Communications Team to keep Google My Business, Yelp, and other digital platforms up to date.
- Collaborates with the Communications Director to schedule newsletter content. Uses Constant Contact to construct and send out weekly newsletter maintaining a current design in keeping with our overall theme.
- Sunday morning live stream monitoring and responding to social media, YouTube, and website streams.
- Collaborate with the Communications Team to schedule and create digital community ads.
- Brainstorm exciting and engaging ways for people to interact online.

- Contribute designs and written content as needed.
- Coordinate with the Communications Team to keep the Subsplash app up to date.

SKILLS REQUIRED:

- Ability to create basic graphics, quotes, and overlays for photos in Canva or Adobe
- Familiarity with Meta Business Suite
- Familiarity with analytics and ability to adjust plans accordingly for optimal engagement
- Ability to be proactive and create a plan
- Disciplined with time management
- High attention to detail
- Creative and collaborative