



DIGITAL CONTENT PRODUCER

REPORTS TO Digital Director
CLASSIFICATION Full Time, 40 - 45 hours per week
EXEMPTION Ministerial Exemption

POSITION SUMMARY

We're looking for someone passionate about creating content that helps spread the story of the gospel and Valley Creek through digital properties including our website, social media, ValleyCreek+, etc.

GIFT BASE

- Innovative
- Self Leadership
- Collaborative
- Technical
- Flexible

ROLE REQUIREMENTS

- A passion for following Jesus and unity with the vision of Valley Creek
- Previous experience with social media management
- Proficient in Adobe Creative Suite software
- Ability to work with executive leadership and receive feedback well

ROLE RESPONSIBILITIES

- Creates graphics and videos for various digital properties
- Helps write and proofread digital communication
- Developing possible future ideas that further digital ministry at Valley Creek
- Can self-lead in order to thrive in a fast-paced, collaborative environment
- This is not an exclusive list of responsibilities, other tasks may be assigned according to ministry needs

WORK HOURS

- Work hours are Monday – Thursday, 8:30am to 5pm and Sunday, 7:30am to 3pm
- Required to work during all worship experiences on Christmas Eve and Easter, as well as other possible events outside of normal working hours.