



## DIGITAL COORDINATOR

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

### POSITION SUMMARY

This role is someone who knows how to tell stories, inspire people, and engage them in community through digital properties including our website, social media, ValleyCreek+, etc.. Solid administrative and project management skills help this role to work across departments and platforms.

### GIFT BASE

- Innovative
- Team Builder
- Collaborative
- Technical
- Flexible
- Detail Oriented

### ROLE REQUIREMENTS

- A passion for following Jesus and unity with the vision of Valley Creek
- Has a spiritual depth and maturity that allows them to lead others to more freedom in Christ
- Previous experience managing social media accounts for organizations
- Experience in copywriting
- Ability to work with executive leadership and receive feedback well
- Ability to build and lead teams
- Skills in both print and interpersonal communication

### ROLE RESPONSIBILITIES

- Creates the social media and photography shooting calendars
- Leads the way in brainstorming fresh, relevant, and inspiring ideas for communicating the gospel through digital platforms
- Manages all project management for our digital platforms
- Writes captions and proofreads all digital content
- Builds great cross-department relationships by meeting with them to develop content
- Leads and develops a social media serve team
- Lead public and private prayer and scripture reading with and for Comm Serve Team and Leaders. Personally model our Kingdom culture and values as documented in our Staff Handbook.
- Lead a Circle - responsible for the spiritual guidance and discipleship of people of the church
- Is considered a spiritual leader of our church and has the authority to baptize and administer communion
- 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.