

Job Description: Social Media Coordinator

Part-Time Position

The ADOSC Social Media Coordinator will work approximately four hours per week (entirely remotely) and collaboratively, under the supervision of the Director of Communications:

- Create engaging text, image and video content based on activities of the Diocese, (Found through the Diocesan calendar, e-news, Jubilate Deo, liturgical calendar, communication from the Bishop or Diocesan departments, church social media accounts)
- Design posts that inspire, attract interest, interaction
- Maintain a gracious, friendly Diocesan voice/tone
- Interact with users, respond to comments, inquiries
- Develop a posting schedule
- Notify Communications Director of any issues

Requirements

- Know and support the Diocese, its mission, values
- Have excellent communication skills
- Be able to deliver creative content (text, image and video)
- Experienced, active and competently creative in multiple social media platforms
- Ability to work autonomously

If interested in this position, please send your resume along with samples of your social media presence to Joy Hunter, Director of Communications at jhunter@adosc.org.