

Avon Lake Presbyterian Church
Social Media Administrator
Position Description

Works under the supervision of the Pastor and direction of the Evangelism Committee to maintain and update the Church Website and presence on the Internet in general, such as Facebook, to draw people into ALPC and keep everyone connected.

Accountability:

Works with the Evangelism Committee and is accountable to the church through the Pastor.

Responsibilities:

1. Works 4 hours a week on a flexible schedule, approved by the Pastor.
2. Gathers content from others. Specifically: solicits, collects, edits, and uploads content including:
 - a. Photos and videos of church life (worship, Sunday school, Youth activities, *etc.*)
 - b. Info, announcements, and upcoming/recent events
 - c. The newsletter
 - d. *etc.*from several sources:
 - i. Church staff
 - ii. Ministries of the church including Cornerstone Preschool
 - iii. Other congregation members
3. Uses this content to keep both the ALPC website and Facebook page current (2-3 posts per week), informative, attractive, and user-friendly. Updates the header graphic / cover photo monthly.
4. Performs domain maintenance. Informs the Pastor of up-to-date credentials and passwords.

Skill Requirements:

1. Ability to work unsupervised and be self motivated
2. Good organizational and communication skills
3. Experience with website software and photo editing software

4. Broad understanding of Social Networking
5. Ability to work effectively and patiently with a diverse group of people

Other Requirements:

- 1) Personal faith congruent with ALPC and the Presbyterian Church
- 2) Brings to life the Christian message through electronic media and social networking
- 3) Desire to help ALPC reach people in our local region and attract them to worship and serve Christ with us
- 4) Desire to help our church foster love and support between its members
- 5) Eagerness to apply new technology as it becomes available

Benefits: \$13/hour - 4 hours a week - 50 weeks a year.

To Apply: send resume or qualifications to ALPC.HumanResources@gmail.com