

Creative Content Coordinator

Status: Part-time, Hourly Position

Reports to: Communications Director

Employee Classification: Support

Mission, Vision, and Values of Calvary Chapel Oceanside

Calvary Chapel Oceanside (CCO) exists to love God, love people, and make disciples of Jesus Christ. We are intentionally growing a community of people who are following Jesus, being changed daily by Jesus, and who are committed to the mission of Jesus – to make disciples everywhere. That’s our mission and what we are always striving to do in every area.

About This Role

As the Creative Content Coordinator at Calvary Chapel Oceanside, you're stepping into more than a job—it's a calling to visually tell the story of what God is doing in and through His people. Your primary role is to capture and communicate God's story of life change at CCO, using creative digital media to reflect the heart and mission of our church.

You will lead our social media and photography efforts, capturing powerful and authentic moments from services, events, and ministries, and help shape the visual narrative of our church family. You'll also recruit and equip volunteer photographers and social media support to join in this mission, while creating engaging social media content that both inspires our congregation and reaches our broader community. The role is ideal for someone detail-oriented, passionate about content creation, tech-savvy who enjoys creative communication and thrives in a collaborative, ministry setting. You will report to the Communications Director and collaborate closely with the communications team and ministry leaders.

Qualifications

- A genuine personal relationship with Christ and a dedication to living out and promoting disciple-making among young adults.

- Strong organizational and excellent interpersonal and communication skills, both written and verbal.
- Competency with social media best practices and current trends (Instagram, Facebook, YouTube).
- Competency in utilizing modern technology and digital platforms to engage all at CCO and those looking to attend. Experience with cloud-based website platform, Microsoft Office, Graphic Design Platforms: Adobe Suite, and photo editing tools (Lightroom, Photoshop, or similar).
- Comfortable working independently and as part of a collaborative team.
- 1–3 years of experience in social media, graphic design, creative content creation or photography
- Ability to recruit, train, and lead volunteers with a spirit of encouragement and teamwork.
- Flexibility to work evenings and weekends as ministry events dictate.

Primary Responsibilities and Tasks

Social Media Content Creation & Communication:

- Create a collaborative, Christ-centered culture within the creative communications team, celebrating creativity and ministry impact.
- Create and schedule posts for Instagram, Facebook, and YouTube and using provided content.
- Maintain a shared social media content calendar and ensure deadlines are met
- Update the Studio C dashboard and digital bulletin with weekly event info and messaging

Website Coordination

- Maintain and update the church website to ensure timely and accurate communication of events, ministries, and announcements.
- Collaborate with the Communications Director and ministry leaders to ensure website content aligns with church priorities and messaging.
- Upload and organize media content (photos, videos, sermon series, etc.) to enhance user engagement and storytelling.
- Troubleshoot basic technical issues and coordinate with platform support or local IT when necessary.

Photography & Visual Storytelling

- Serve as a photographer for church events, services, and ministry activities, capturing images that tell the story of our faith community.
- Edit and organize photos for use across social media, web, and print platforms.
- Build and maintain a library of visual assets to support ongoing communication needs.

Volunteer Recruitment & Team Development

- Identify and recruit volunteers who are passionate about digital media and visual storytelling.

- Train and equip volunteers, ensuring consistency in style and quality that aligns with the church's mission and brand.
- Assist the Communications Director with preparing volunteer assignments for photography and social media

Note: This job description serves as an overview and is not exhaustive.

Strengths & Skill Sets

1. Passionate about bringing God's people close to His heart in and through disciple-making practices Jesus modeled.
2. A good team player and team builder with experience in leading, motivating, and encouraging others.
3. Able to keep calm under pressure and respond in a measured way in stressful situations.
4. Conduct life with the utmost integrity in all situations.
5. Able to maintain confidentiality and discretion.
6. Proven organizational and administrative skills.
7. Able to set realistic goals and targets and be able to set a pace of work that is sustainable in the long term.

Your Team

This position reports to the Communications Director under the vision and direction of the Worship Arts Pastor. This position relates to the "Support Team" and may include oversight of non-paid support servant volunteers. You will participate in weekly, monthly, quarterly, and annual CCO Staff meetings as a part of the team as well as coordinate, organize, and lead volunteer team meetings.

Personal Responsibilities

While not specifically related to the job, here are some personal responsibilities of everyone on staff at CCO:

- Maintain God-ordained priorities in your life by putting Jesus first, your spouse second, your children third, and the ministry fourth.
- Give generously back to the Lord and His work here at CCO.
- Be consistently loyal and unified with the vision cast by the leadership of CCO.
- Demonstrate a Christ-like attitude through all interactions with the congregation, volunteers, and staff.
- Build authentic relationships with those far from God, reflecting Christ in our community.
- Consistently engage in Disciple-Making Groups of CCO.

Your Schedule

25-30 hours per week, Monday through Friday. Hours are flexible and can be adjusted to accommodate ministry schedules and church events.
