



WEBSITE AND SOCIAL MEDIA COORDINATOR

JOB DESCRIPTION

9/25/2025

City Church Ministries is made up of sub-organizations which includes City Church, Abundant Life Christian School, Christian Life College and 97x FM. The Mission of City Church is 'Finding Joy in Jesus Christ and Sharing It.' We do that by working with excellence, joy, and a spirit of service to our Lord first and to our staff, families, and community.

Vision:

The vision of the Communications Team at City Church is to create impressions through art, media, and every aspect of communication that draw people to the church and, ultimately, a relationship with Christ. The Website and Social Media Manager role within this team is to maintain up-to-date content and share the vision of City Church to our communities, portraying our brand and message. This role plays an intricate part to amplify the mission of furthering God's Kingdom.

Accountable to: Senior Associate Pastor or Graphic Designer/Communications Manager

Duties and Primary Responsibilities:

- Maintain a high level of communication including follow-up with people, projects and action items
- Website Management including SEOs, page creations, uploading new images and documents as needed. Maintaining the continuity, keeping it fresh and up to date.
- Social Media Management including posting, scheduling, managing groups and comments/responses
- Gathering, creating and editing website and social media content using multiple forms of media sources such as text, images, videos and graphics
- Ensure we have media consent for use of names, photos, videos, audio recordings or testimonials
- Ensure content is grammatically correct and precise conveying the organization's vision
- Maintaining the City Church App including event information, images and reminders and that the Sunday handout is uploaded on time
- Maintaining Developer Licensing agreements
- Maintaining platform updates, changes, integrations and navigating troubleshooting
- Keeping up to date with social media and marketing trends that support the vision and mission
- Work with City Church staff to acquire information regarding events, timelines and as related to assigned projects and tasks
- Create the Sunday Service Announcement schedule and information sheet
- Ensuring the communication procedures and policies are followed
- Attend weekly collaboration meetings to get up to date information and other meetings as requested

Education/Experience:

- Associate Degree or equivalent experience
- Excellent knowledge of various current social media platforms
- Subsplash Website Management platform or equivalent such as WordPress, Wix or Squarespace
- Planning Center (PCO) platform or equivalent such as any CRM or event management program
- Microsoft Office, Adobe, Grammarly and Google Platform including Account Management
- Familiarity with design and graphic programs
- Strong content writing and proofreading skills
- Photography experience a plus
- History working/volunteering in the church or ministry setting preferred

Job Qualifications:

- Clear background check that meets our ministry requirements
- Sense of the calling from God to become a part of City Church for this role
- Agreement of the City Church Affirmation Statement



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Interpersonal Skills/Competencies:

- Effective Communication: Clear/concise, portrays confidence, uses judgement and navigate difficulty
- Foresight: Ability to anticipate future needs or potential challenges through past experiences
- Adaptability: Willing and able to quickly navigate change
- Resourcefulness: Ability to improvise and come up with solutions on the fly
- Attention to detail and meticulous organizational skills
- Time Management/Prioritization: Ability to judge between urgent and important needs in order to meet timelines and hard deadlines

Classification: Non-Exempt/Part-Time

At-Will Statement:

The employee or City Church Ministries may terminate employment at any time, with or without notice, and for any reason or no reason. Any employment at City Church Ministries is at-will and of indefinite duration. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by a member of the Management Team.

Acknowledgment Statement:

I have read and understand the primary responsibilities, expectations and job requirements listed in this job description. I understand this is not an exhaustive or comprehensive list of all possible duties and I'm responsible for complying with these and any subsequent revisions. I attest I am able to perform the essential job functions with or without any reasonable accommodations.

Applicant/Employee Signature:

Supervisors Signature:

HR Signature:

Date: _____

Date: _____

Date: _____