

Social Media and Online Co-ordinator

REPORTS TO: Lead Pastor

HOURS: 30 hours per week

TERM: 9 weeks starting July 1, 2025

Hourly Wage: \$17.70 / hr

PURPOSE:

To work with the lead pastor and other organizational leaders to develop our online presence by helping create a new website, maximizing social media platforms, develop online content and promotional materials, and train others to maintain and use the platforms properly. The primary focus is to produce a professional and coordinated online presence that is consistent with our organizational priorities.

JOB RESPONSIBILITIES:

- Weekly meeting with supervisor
- Work with lead pastor to redesign the church website
- Work with other organizational leaders to provide website content
- Help develop a social media strategy to give us a more dynamic online presence
- Work with a team to implement the social media strategy
- Provide online training tools for the website and social media platforms
- Create social media posts to promote community programs (i.e. youth camps, car show, etc)
- Help create a workshop around internet safety for seniors in our community
- Propose other digital resources that could help our organization (i.e. AI, streaming, etc)

REQUIREMENTS:

- Team Player: relational, can lead, collaborate and follow
- Independent Worker: self-motivated, self-directed, dependable, enthusiastic
- Passionate: enthusiastic, creative and professional pride
- Experience and training for web design and social media platforms
- Able to work remotely as needed
- Between 18-30 years of age at the start of the employment and a Canadian citizen

Submit resume by Tuesday May 13, 2025 to trfmc@trullsrroadchurch.com