

Digital Content Coordinator

Milestone Church
 Keller, Texas

Employment Type: F/T
 40 hours per week

Synopsis of Role

The Digital Content Coordinator serves as the primary owner and executor of Milestone Church's digital online content, including all social media channels, milestonechurch.com, and the Milestone Life blog. This role operates under the direction and guidance of Creative Team leadership to create and deploy digital content, audit and maintain existing content, and develop forward thinking strategies related to the online presence of Milestone Church.

Principal Responsibilities

- Plan, develop and maintain content and communication for Milestone Church social media channels including, but not limited to:
 - Twitter / Facebook / Instagram
 - Milestone Church + other key ministry channels (example: Milestone Women)
- Work closely with website team to create and manage content on Milestonechurch.com.
- Develop strategic planning proposals for increased engagement on Milestone Church social media channels and Milestonechurch.
- Execute and deploy approved or directed strategic plans and initiatives.
- Collaborate with ministry teams to identify stories and write weekly content for Milestone Life blog.
- Coordinate with other ministry teams to create and maintain a unified online presence.
- Continuously ideate and implement new ways to reach and serve guests online.
- Provide regular reporting to the Creative Team on digital strategies and online content.
- Other duties may be assigned to meet further needs as they arise.

Competencies Critical to this Position

<i>Core Competencies</i>	<i>Technical Competencies</i>
Strong Biblical foundations	Highly proficient in social media technologies, capabilities, and communication styles.
Solid understanding of, and commitment to, the core values and DNA of Milestone Church	Proficiency in Adobe Creative Suite.
Ability and willingness to own the creation, development, and implementation of online content while simultaneously identifying new and innovative ways to engage people with the content.	
Creative writing skills with working knowledge of English language and English grammar.	
Ability to work in a team environment, interacting with other departments to obtain information needed to complete tasks.	

Administrative and organization abilities.	
Uphold confidentiality and privacy of sensitive content or information.	

Education/Certification Requirements
<ul style="list-style-type: none"> • Associates or Bachelor Degree • 3+ years related work experience • Combination of education and work experience may be acceptable

Key Performance Measurements
<ul style="list-style-type: none"> • Maintain communication with Director and Creative Team • Regular reporting on social media and website data • Successful implementation of social media programs • Consistency in content generation and execution

This description outlines the basic tasks and requirements for the position noted. It is not a comprehensive listing of all job duties.

*If you are interested in this opportunity, please send your resume and cover letter to recruiting@milestonechurch.com, Attn: **Peter DeGraaf**.*

Milestone Church offers comprehensive benefit packages, which are regularly reviewed to maintain competitive levels. Salary will be based on work experience, education level and relevant skill sets.

We would like to thank all applicants, however, only those who qualify for an interview will be contacted.