



CHURCH *of the*  
INCARNATION

## *Digital Media Specialist*

### JOB DESCRIPTION

#### Job Summary

The Digital Media Specialist (part-time) will work with the Director and Project Coordinator to maintain a smoothly running department. The ideal candidate will be organized, able to take initiative, with an eye for brand consistency and an ear for written tone. Web strategy implementation, content management, email mass communication, social media story-telling, are all priorities for this role.

**Department:** Communications (Comm Team)

**Reports to:** Director of Communications

**Works with:** Project Coordinator, ministry leaders

#### Responsibilities / Duties

- **Website Management**
  - Build out webpages using the current CMS (Ekklesia360), under the direction of the Director. Training is available by a trainer if needed.
  - Post events on the website, featuring those that are being actively promoted (assist with integration of our calendaring platform).
  - Schedule the livestream events weekly for both Contemporary and Traditional services.
  - Upload sermons to the website, adding in details and copy for each.
  - Maintain current graphics for digital signage.
- **Social Media Management**
  - Schedule posts, based on overall social media strategy — stories, videos, event promotion, event reports on Facebook, YouTube, and Instagram.
  - Schedule all Facebook events as ministries request them.

- When needed, create simple graphics using Canva for upcoming events and special services.
- Respond to messages and posts.
- **Mass Email Outreach**
  - Create, edit, and send weekly eNews — incorporate ministry requests, link variety of content for upcoming worship, help manage lists.
  - Help to send out targeted large-group emails at the direction of the Director.
- **Other Duties**
  - Write copy as needed for web, social, and mass email.
  - Maintain comprehensive content calendars for web, social, and mass emails.

## Skills Required

- Familiar with Canva, Adobe Illustrator, Adobe Photoshop
- Able to learn Ekklesia360 (CMS)
- Microsoft Office, including Teams

## Hours

In-person Monday, Tuesday, Thursday.

Remote work available for Wednesday, Friday.

## To Apply

Interested candidates should email their resume to: [mfoster@incarnation.org](mailto:mfoster@incarnation.org)