

# Digital Communications Coordinator (Langley/Calgary)

## PRIMARY OBJECTIVES

The Digital Media Coordinator (Langley/Calgary) reports directly to the Communications Manager and is committed to ensuring a high level of excellence in the execution of online media with a focus on Social Media, Web, and Volunteer Teams at both Langley locations and the Calgary location. This person will also be responsible to handle proofreading Village Church publications.

## DEMONSTRATED QUALITIES/SKILLS

- The Digital Media Coordinator (Langley/Calgary) demonstrates these characteristics.
- Task Oriented (can produce at a high level of volume)
- Detailed (can show attention to all aspects of a task)
- Proactive (can anticipate issues before they become problems)
- Responsible (can be counted on to get done what is assigned)
- Humble (can serve the rest of the department, staff, and volunteers)
- Excellent at proofing and editing
- Photography (experienced with DSLR cameras, comfortable with Lightroom)
- Experience with basic video editing is a plus
- Marketing or Communications Post-Secondary Education is a plus
- Fluency in Social Media Platforms and Approaches

## RESPONSIBILITIES

- Overall responsibility for Langley South Social Media and Web
- Develops Langley South Volunteer team and mines for stories
- Overall responsibility for Langley North Social Media and Web
- Develops Langley North Volunteer team and mines for stories
- Overall responsibility for Calgary Social Media and Web
- Works in conjunction with Calgary site staff in developing volunteers and mining for stories
- Handles all proof-reading as assigned by the Communications Manager
- Takes ownership of inviting new people to serve on a regular (weekly) basis
- Committed to thanking at least one volunteer on a weekly basis
- Intentional in pursuing relationships with un-churched people

## KEY RESULTS

- Assigned Social Media channels are engaging and informative
- Assigned volunteer teams are bought in and contributing at a high level
- Assigned Web Sites are current, without error, and meet standards of excellence
- Assigned proofing jobs are without error and copy is written in the Village voice

## WORK WEEK

- 40 Hours, Sunday-Thursday