

Mimico Baptist Church

Job Description – Social Media Manager

1. General Description:

This role will develop and begin the implementation of a sustainable social media strategy for Mimico Baptist Church, and will report to the Audio-Visual Coordinator.

2. Reporting Relationship:

- Supervised by the Audio-Visual Coordinator with direction from the Children's Ministry Director
- Oversee volunteers as assigned.

3. Work Schedule: (Approximately 270 hours)

- Draft a sustainable social media strategy and policy (40 hours)
- Produce recurring, adaptable social medial content for MBC (20 hours)
- Produce social medial content for MBC camps (100 hours)
- Produce summer sermon series-specific content (70 hours)
- Produce training content to implement social media strategy for volunteers (20 hours)
- Train staff and volunteers on social media practices, policy (10 hours)
- Other duties as assigned (10 hours)

Note: It will be a position (average 30 hours/week) from July 4 to September 4. The start date may be adjusted depending on the successful candidate's availability.

4. Salary

A 9-week contract position (approx. 270 hours) funded by Canada Summer Job Grant. Additional details will be given upon job offer.

5. Duties and Responsibilities:

- Analyze and develop a sustainable social media strategy that can be overseen by a future volunteer.
- Develop a comprehensive social media policy for staff and volunteers.
- Once approved by the Board of Directors, Implement the strategy for the duration of the contract.
- Produce social media content for church-at-large and MBC camps.
- Research and develop training materials for future volunteers.
- Train additional volunteers to implement the strategy.
- Train other ministry leaders in appropriate use of social media.

6. Qualifications

- Intermediate demonstration of social media use (specifically Facebook and Instagram)
- Leadership and ability to work with others
- Works well with a team
- Excellent communication and relational skills
- Works well independently and has good organizational skills
- Cleared through MBC's child protection policy screening
- Comfort in a Christian faith environment
- Canada Summer Job grant requirements:
 - Be between 15-30 years old at start of employment
 - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please submit a cover letter, CV/resume and 5 samples of social media posts produced by the candidate to Alvin Lau by email (revalvinlau@outlook.com).