

## Digital Media Specialist (part-time)

**Description:** Church Street United Methodist Church in downtown Knoxville, TN, seeks a part-time digital media specialist to support the church's growing communications needs and outreach / digital ministry. The position requires 10 - 12 hours per week, with a flexible, semi-remote schedule as determined with the Director of Communications. The successful candidate will have meaningful professional experience using and analyzing social media platforms, including Facebook, Instagram, and YouTube, and will demonstrate proficiency in WordPress.

**Church Street Welcome Statement:** All are welcome at Church Street! We believe every person is of sacred worth and created in God's image. We welcome and celebrate the gifts God has given to all persons without regard to race, color, national origin, ethnicity, age, gender, disability, status, economic condition, sexual orientation, gender identity, or religious affiliation. We respect diversity of opinion and expressions of Christian faith. We believe God loves everyone unconditionally! As God loves us, so let us love and serve in the name of Christ.

### Responsibilities include:

- Create original pieces of content for digital media platforms, including: Church Street website, social media posts and promotions, some emails, and some cross-posted print/digital content (Church Street's newsletter *The Messenger*).
- Engage with followers on our digital media platforms.
- Maintain and update the church website with blogs, news, photos, videos, or other content prepared by members, community partners, clergy members, and staff.
- Analyze digital media data to inform digital media strategy with the Director of Communications.
- As needed, serve as an editor for special digital media projects.
- As needed, serve as a photographer or videographer at events or special services (sometimes on Sunday), particularly for social media content.
- Other duties as assigned.

### Requirements:

- Bachelor's degree in communications, journalism, or digital media AND/OR meaningful *professional experience* in the field.
- Excellent written and verbal communication skills, including the ability to write and edit on the go and proofread all content.
- Meticulous attention to and appreciation for detail.
- Self-starter who can make and meet deadlines and adhere to a growing editorial calendar by planning ahead while working remotely – holding one's self accountable is a must.
- Work efficiently with individuals who possess beginner or advanced digital media skillsets.
- Reliable remote Internet connection and ability to meet weekly with the Director of Communications via Zoom.

**To Apply:** Please submit a resume, cover letter detailing your interest in the position, and two samples of your original digital media work to Church Street UMC to be considered for this role. Documents should be submitted to [communications@churchstreetumc.org](mailto:communications@churchstreetumc.org). We will receive applications until the position is filled.

Pay: From \$18- \$20 per hour based on experience