



JOB DESCRIPTION

Position Title	Part-Time Social Media Coordinator
Position Reports to	Communications Pastor
Department	Communications
Schedule (may vary)	15 Hours
Rate/Salary	\$23-\$25 / Hourly, Non-exempt

General Description

NCCC is seeking a creative, self-starting Part-Time Social Media Coordinator who sees social media as a tool for discipleship and engagement, not just content creation. This person will capture authentic moments of worship, community, and life transformation, while also build on and collaborating with volunteer and staff contributors.

Schedule & Expectations (15 Hrs / Week)

Sunday (required, on-site):

- Capture photo/video content during services for Reels, Stories, and posts.

Weekdays:

- Edit and schedule content & Manage engagement and DMs.
- Attend a weekly 30-minute planning meeting.
- Create graphics, captions, and upcoming content.

Special Events / Holidays (on-site as scheduled):

- Serve Days, KidsGames, Encounter Nights, seasonal events, and other ministry gatherings.

Core Responsibilities

Content Creation & Publishing

- Create and manage a weekly content calendar aligned with sermons, ministries, and church initiatives.
- Produce at least **4 posts per week**:
 - 1–2 Reels (including content captured on Sundays)
 - 1 carousel or graphic post
 - 1 Story sequence
- Design graphics Adobe Express / Adobe Tools / Preferred Edit Tools for efficiency.
- Write engaging, on-brand captions that reflect NCCC's mission and values.
- Cross-post content to Facebook, TikTok and other platforms as appropriate.

Volunteer Team Coordination

- Recruit, equip, and encourage volunteer photographers, videographers, and content contributors.
- Coordinate coverage for services and events.
- Provide simple training, creative direction, and feedback.

Community Engagement

- Respond to comments, DMs, and mentions within 24 hours.
- Respond to Collaborations with Ministries and Maintain Feed.

Strategy & Reporting

- Track engagement, reach, follower growth, and content performance.
- Provide a monthly analytics report to the Communications Pastor.
- Stay current on social media trends and best practices.

Content Framework

Content should support NCCC's mission, values, and spiritual practices:

- 40% Reels/Short-Form Video – reach and discovery.
- 30% Graphics & Carousels – teaching, inspiration, ministry updates
- 20% Stories – engagement, events, and calls to action.
- 10% Flexible/Seasonal Content.

Qualifications

Required

- Active and growing faith in Jesus and alignment with NCCC's mission and values.
- Passion for social media as a ministry and discipleship tool.
- 1+ years managing social media accounts.
- Availability on Sundays, Holidays and key church events.
- Strong writing and communication skills.
- Proficiency with Instagram, Facebook, Adobe Express, and basic Reel/video creation.
- Collaborative leadership style and ability to work with volunteers and contributors.

Preferred

- Experience working with volunteer or creative teams.
- Adobe Creative Suite skills / Adobe Express / Video Edit Software.
- Photography and videography experience.
- Church, ministry, or nonprofit communications background.
- Familiarity with Meta Business Suite / later.com (current scheduling platform).

Who We're Looking For:

- Naturally sees stories worth telling.
- Gets excited about what God is doing in people's lives.
- Leads with humility and enthusiasm.
- Loves developing people as much as creating content.
- Is proactive, organized, and mission-driven.
- Views their gifts as a calling to serve the church and advance discipleship.

How to Apply

Submit the following to hr@northcoastcalvary.org:

- Resume or ministry bio.
- Links to 2–3 social media accounts you have managed.
- Three content samples (Reel/video, graphic/carousel, and caption)
- Brief statement describing how your faith shapes your approach to digital communications.
- Optional: Example of leading or collaborating with a volunteer or creative team.