Montgomery Community Church
Position Description

Title: Digital Strategy Assistant Director

Classification: Full-Time, Exempt, 40-50 hrs/week

Benefits: As indicated in the Employee Handbook

Purpose: The Digital Strategy Assistant Director is responsible for executing
                      MCC's social media and digital communication strategies in
                      alignment with the church's mission and vision. This role creates,
                      schedules, and manages content across digital and print platforms,
                      maintains content calendars, and ensures all communication reflects
                      MCC's brand and voice. They will develop engaging stories and
                      multimedia content, supports the creation of select print materials,
                      collaborates with creatives and volunteers, manages communication
                      systems and platforms, internal and external, and helps ensure
                      projects are completed with excellence, on time, and within budget.

Key Responsibilities

- Work under the Communications Director to execute social media and digital communication strategies aligned with MCC's mission and vision.
- Create, schedule, and manage content across social media, website, digital signage, email, app, and select print materials.
- Maintain content calendars and manage posting schedules across all platforms.
- Ensure all communication follows MCC's branding, voice, and visual standards.
- Develop and share engaging stories, copy, visuals, and short-form video content that builds connection and engagement.
- Collaborate with creatives and provide feedback to ensure high-quality deliverables.
- Assist with budget tracking, platform updates (website, Realm), and communication systems internally and externally.
- Build strong team relationships, model MCC values, and complete other duties as assigned.
- Ensure all projects—both administrative and creative—are executed with excellence, completed on time, and delivered within budget.

Qualifications

- 3+ years experience in social media, communications or content creation.
- Strong writing, organization, and project management skills.

- Experience with social platforms, CMS tools, Canva and basic Adobe Creative Suite.
- Ability to multitask, collaborate, and work weekends as needed.