

Montgomery Community Church Position Description

<i>Title:</i>	Social Media Coordinator
<i>Classification:</i>	Full-Time, Exempt, 40-50 hrs/week
<i>Benefits:</i>	As indicated in the Employee Handbook
<i>Purpose:</i>	The Social Media Coordinator 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. The Social Media Coordinator develops 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.

