



## Social Media/Admin Support Creative/Operations Team (Part Time)

### **Vision**

Our Church community is looking for high-capacity individual who has skills in both the social media space as well as receptionist abilities.

### **Brief Description**

The purpose of this role is to curate and post content on social media platforms to support church community members in their journey to be more like Jesus, and to tell our church's story. This will be accomplished through collaboration with the creative team, working alongside the graphic designer, and communications team. This role will also service as an admin support to the operations team and executive assistant.

### **Some Key Tasks**

#### **Sunday – Tuesday**

- Collaboratively work with the Creative Team to produce content for Elim Church to have a strong presence on social media.
- Posting and crafting content specifically for social media while using similar platforms like Facebook Ads Manager, Business Manager etc.
- Using equipment for both video and photo capture.
- Engaging and interacting with church and non-church community members.

### **Requirements**

- Must have a strong faith, must love the church and be passionate about using social media to support our church's vision.
- Must love the creative process and working with a team. Taking feedback and willingness to shift quickly on a project is a must.
- Must be good with people and the ability to stay organized and multi-task.
- High School Diploma

Please send all resumes to [info@elimchurch.ca](mailto:info@elimchurch.ca)