



## POSITION DESCRIPTION

# Social Media Coordinator

<b>Reports to:</b>	<b>Communications Director (if unavailable, President and Operations Director)</b>
<b>Oversees:</b>	<b>Co-coordinator</b>
<b>Internal DJJ Interaction:</b>	<b>Operations Director, President, Zonal Representatives, Materials Director, Partnership Director</b>
<b>Outside DJJ Interaction:</b>	<b>Ministry Leaders, Other Organization Leaders, Disciple-makers, Individual Subscribers</b>

### MISSION:

- *The core mission of a Social Media Coordinator is to provide leadership and oversight for promoting and training in DJJ discipleship through social media and other online outlets to expand the impact of DJJ around the world.*

### OUTCOMES (Job Tasks, Metrics, or Accountabilities):

- This position will be measured by successful growth in social media interactions of at least 10% per year.
- Assist in writing and promoting the MAW website (markalanwilliams.net).
- Develop creative ways to expand discipleship using social media, apps, and face-to-face meetings.

### COMPETENCIES (Job Requirements, Skills, or Knowledge):

- *Godly.* A vital and growing relationship with Jesus Christ.
- *Communicator.* Excellence in communication with your team, ministry partners, subscribers, and DJJ leadership, including regular reporting of impact.
- *Materials.* Must have first-hand knowledge and experience in DJJ materials.
- *Disciple-maker.* Utilize DJJ materials to disciple others in various settings.
- *Creativity/Innovation.* Discovers new areas and ideas that lead to ministry growth and impact.
- *Technology.* Must have a working knowledge of personal computers and other hardware. Must be willing to learn needed software.
- *Recruiter.* Develop a co-coordinator, so your position is covered if something happens to you.
- *Team player.* Committed to the overall Mission, Vision, and Core Values of DJJ.

### WORKING CONDITIONS (If safety is a concern in the working environment, check "Other" and explain):

- Remote office and home working environment.
- Other, which could include other meetings.

**MINIMUM QUALIFICATIONS:**

**Education:** High school diploma preferred.

**EXPERIENCE:**

- *Proven experience in ministry.*
- *Working knowledge of social media platforms.*

**COMPENSATION:**

This role is a voluntary, uncompensated position.

