



Job Title: IT and Social Media and Marketing Coordinator

This is a student Temporary position

Job Description:

- Evaluate organization's IT present Review present website and social media currently utilized in the organization and design a strategy for success
- Executing digital and social media advertising campaigns on time and on budget. This includes creation of media content – videos, communication pages, etc. for posting in social media and website
- Help create awareness and presence of r events and programs for the community
- Train volunteers to maintain social media presence
- Collaborate with team during special events and planning
- Reporting back on campaign performance and strategizing optimization
- Other tasks as requested by leadership

Position Summary

The IT and Social Media and Marketing Coordinator will be responsible for executing Thornhill Baptist Church Social and Digital media strategy. Responsibilities include working closely with the staff and leadership team for technical and operational support with a focus on ensuring successful campaign launch, pacing, and delivery. You will also provide optimization and strategy recommendations as well as carry out modifications to increase overall digital media performance and technological effectiveness.

We need someone who is agile, solution focused, and dedicated to supporting your immediate team as well as overall campaign objectives.

Skills & Requirements:

- Knowledgeable in information technology and social media
- Working knowledge or Strong background of managing paid social media campaigns (paid Ads, organic social, etc.)
- You have a strong customer service mentality
- You are gritty, passionate, and always willing to grow, personally and professionally
- You are proactive in anticipating problems and coming up with innovative solution
- You want to be a part of an amazing culture and are passionate about communication
- You have a personal computer that you can work from
- Please note that in the following months we will be focusing on increasing our online presence in real time (think live sermons and meetings). The candidate will lead many of these initiatives and ensure smooth transitions for the community and the congregation to whatever new platforms we will use. A working knowledge of how to make this work is a required asset.
- To be effective in their role and foundation to their work will be a strong understanding and relationship with Thornhill Baptist Church and its vision for ministry. The Coordinator will be encouraged to attend worship and events to know the congregation, its members and its work. Please note Thornhill Baptist Church is a Christian Community.
- Please contact Maria-Jose Faundez at tbchilltopkids@gmail.com with a copy of your resume.