

Digital Project Manager
Success Profile
Full-Time | Salaried | Exempt

Christ Chapel's Mission:

"To stretch every involved person from the threshold of their spiritual pilgrimage toward becoming a fully-developing follower of Christ." (Col 1:28-29).

Role's Mission:

The Digital Project Manager is responsible for the thorough and efficient handling of all digital projects from their conception to their distribution and beyond. In guiding digital projects through their respective processes, this position ensures the timely progression of quality content for digital distribution and engagement.

Role's Responsibilities:

- Shepherd all Digital content development from concept to distribution ensuring quality standards, accuracy, and on-time delivery
- Manage and update all digital content in Communications' Status Report, Airtable, Buffer, Function Point, Rock, and any other platforms or documents in real-time, with a maximum of ten (10) minutes from any addition, adjustment or otherwise before that update is available to the team on any and all expressed platforms
- Coordinate the timely processing of all Digital content, including broadcast and recording events
- Delegate and/or execute the creation of content for social media
- Schedule Sunday service broadcast events in Resi with the appropriate customizations in YouTube Studio and on Church Online Platform, coordinating and scheduling Online hosts
- Administer all social media channels, pages, and content, responding to all messages, engaging all comments with a "like," responding to basic comments, and escalating comments or messages regarding harder questions related to theology and church practice, along with those that are disruptive, to the Pastor of Digital Media within twelve (12) hours of those comments or messages appearing
- Administer all website and mobile application updates within a timeframe where an external user is not provided information that is either wrong or unavailable
- Audit all Christ Chapel social media accounts each month for consistent posting and engagement, along with identifying any unknown and unapproved accounts under the Christ Chapel brand
- Schedule online hosts and update both Planning Center and Church Online Platform for Sunday services
- Collect and report analytics for all brand content weekly
- Maintain an organized documentation of all approvals, broadcast, recording, and otherwise, along with all documentation related to copyright use and licenses
- Additional responsibilities may be included at any time by the Communications Director and/or the Pastor of Digital Media

Role's Reporting Relationship: This position reports to the Pastor of Digital Media.

Role's Requirements:

- Certified in Google Analytics
- Experience with key social media platforms and the utilization of respective business and professional tools
- Experience with website management (WordPress) and mobile app management
- Basic ability to both capture and edit photography and video

Character-

- Must be a Christian
- Must be living an “above reproach” (Titus 1:7) lifestyle as outlined in the Christ Chapel Employee Handbook

Calling-

- Must be committed to and supportive of the authority of the Elders, the pastoral staff, and the philosophy and direction of the church both in public and in private
- Must work scheduled hours each week as unto the Lord
- Must be a faithful steward of your work and time, with awareness that Christ Chapel employees are paid from the tithes and offerings of others

Competency-

- This role is best suited for those with the following gifts (Romans 12; 1 Corinthians 12; Ephesians 4; 1 Peter 4):
 - Administration
 - Service

Chemistry-

- Viewed as a capable, competent, and compassionate team member
- Capacity to progressively narrow broad concepts to actionable items
- Ability to build and maintain relationships across Christ Chapel's ministries and departments
- Jesus over everything