



Job Title: **Social Media Specialist**  
Location Position is Available: **Panama City Campus**

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#### **JOB DESCRIPTION:**

Northstar Church is focused on helping people find and follow Jesus. The church exists to help reach those that do not yet know Christ. Northstar is one church in multiple locations. We are looking for people with a passion for leading people, ready to energize a team of creative volunteers, and individuals that feel God is calling them to work at Northstar. We encourage you to read this job profile in full and submit your completed application packet.

#### **JOB REQUIREMENTS:**

The ability to...

- A love of social media and a passion to cultivate engagement with people online
- An understanding of how to craft consistent and quality content
- Proficiency in Adobe Creative Cloud, social media platforms and related marketing software, MS, Mac and PC OS.
- Excellent proofreading skills
- Ability to work quickly and with deadlines
- Commitment to excellence and professional development.
- Excellent communication skills
- Have a passionate heart for Jesus and the local Church
- Do whatever it takes

#### **HOURS/COMPENSATION**

- Contract Position
- Estimated 10-20 hours per week to expanding and maintaining Northstar Social Media presence
- High Performance Expectations with a Flexible Schedule (required event/weekend attendance and additional planning or vision meetings as needed)
- \$250 per week

#### **APPLICATION REQUIREMENTS:**

- Membership (or commitment to membership) at Northstar Church

#### **APPLICATION INSTRUCTIONS:**

- Upload your Application at <https://northstarpc.wufoo.com/forms/s1d5jxto05nrahs/>

Development Goals and Responsibilities for the first 6 months:

- Review all social media sites daily and increase response times
- Provide a minimum of 5 social media posts per week
- Ensure information on website, app, and social media is accurate and up-to-date at all times
- Promote every series and/or events on social media
- Capture photos/clips for social media use from every weekend utilizing volunteers
- Create and Operate a social media content calendar, including gathering media support and writing caption copy that is clear, informative, excellent, and encouraging to reflect the vision and message of Northstar Church.
- Have a clear plan with Communications Director for standards on planning, execution, optimization, distribution, and amplification of weekend content.
- Have a develop a culture that encourages sharing on social media amongst both the staff and church members.