

Media Marketing Coordinator

Responsible for creating, reviewing and editing content for Avon UMC and publish on a variety of websites and social media. Brainstorm, investigate and suggest newer ways and platforms to increase exposure for church members and the Greater Hendricks County community.

Job Description, including roles and responsibilities:

- Work with the Pastors and Director of Communications/Media to gain understanding of short and long term goals, highlight ministries by week/month/quarterly and develop strategies accordingly through monthly meetings.
- Writing and creating content to catch maximum member and community interest and publish through a variety of websites and social media sites.
- Ensure that all content is compliant with copyright and data protection laws.
- Review and understand the church calendar and initiate communication with other staff and members to obtain content that they need.
- Provide content for website relevancy and other social media outlets with a minimum of two different posts weekly.
- Investigate and research the latest Search Engine Optimization (SEO) data to achieve maximum viewership and increase exposure of Avon UMC.

Up to 10 hours a week, compensated between \$15 - \$18 an hour based on skill set and experience, with a review after 3 months.