



**Job Title:** Social Media Administrator

**Reports To:** Operations Manager

**Commitment:** Part Time — 8 hours per week

Riverside Community Church has an immediate opening for a part time Social Media Administrator who will perform the following key roles:

- Managing social media posts for the church and some of it's ministries and missions
- Composing, crafting and scheduling social media posts
- Generating progress reports on the performance
- Maintain, manage, and make minor repairs to cables

**Qualifications:**

- Proven work experience as an Influencer, Content Creator, or similar role
- Experience on using Facebook, Instagram, and other leading social media platforms
- Excellent writing and communication skills, and the ability to be on brand
- Able to multitask and be creative

**Resources:**

All equipment, software, materials and documentation will be provided to you for the successful execution of this role. If working remotely, all work in progress and documents to be stored/accessed from the church server, remote log in can be provided for this purpose.

**Dress Code:**

The culture of Riverside Community Church is that of a Business Casual or Smart Casual atmosphere. All employees are representatives of Riverside and are expected



to dress in an appropriate manner that is clean, neat, and represents the Lord and the church well. It is our expectation that the dress code of the staff reflect this in modesty, discretion and professionalism. Tattered jeans, bra straps showing and cleavage are not appropriate in a business casual setting. Avoid tight or baggy clothing; business casual is classic rather than trendy.