



Job Profile

| | | | | | |
|--------------|--------|-------------|-------------------------------|-------|------------|
| Employee: | | | Marketing & Media Coordinator | Date: | 03/13/2025 |
| Dept/Div: | ESDA | Supervises: | N/A | | |
| FLSA Status: | Exempt | Reports to: | Director of ESDA | | |

Position Overview

The ESDA Marketing & Media Coordinator is a part-time role that supports the Director of ESDA in coordinating communication initiatives, providing technical support, and supporting administrative operations.

Position Qualifications

Core Values

On the Journey

- Moving toward relational health with God and others
- Takes responsibility for personal spiritual journey through spiritual practices, self-reflection, community relationships, and accountability

Humble Servant

- Seeks to serve others in their work and finds blessing in helping others
- Team player who contributes more than takes
- Understands and supports the mission of serving the church and spiritual directors

Values Discernment

- Demonstrates a deep desire to do God's will in the workplace
- Supports discernment processes
- Values prayerful pause as a way of life

With God Resourceful

- Hard worker who lives dependently on God
- Self-starter and resourceful while maintaining awareness of God's presence
- An "abider" not a "striver"- God-efficient rather than self-sufficient

Core Competencies

- Strong interpersonal and relationship-building skills
- Strong attention to detail and ability to manage multiple projects
- Excellent time management and prioritization abilities
- Strong presentation capability (e.g. Powerpoint, Zoom)
- Proficient with graphics software (e.g. Adobe Photoshop, Canva)
- Proficient with Microsoft Word & Excel
- Proficient with WordPress software
- Proficient with social media platforms (Instagram, X, Facebook, TikTok)
- Creative problem-solving abilities
- Adaptability and flexibility in a dynamic environment
- Ability to work both independently and collaboratively
- Knowledge of Spiritual Direction and its impact on spiritual formation



Job Profile

Core Responsibilities

| Core Responsibilities | |
|---|---|
| Communications, Marketing, & Social Media Management | <ul style="list-style-type: none"> - Assist in developing and implementing communication strategies across multiple channels - Create engaging content for social media platforms, newsletters, and external communications - Maintain an ESDA communications and marketing calendar - Manage organization's social media presence and engage with online community - Generate regular reports on engagement metrics and campaign performance - Maintain communication databases and contact lists as needed. |
| Member Care & Support | <ul style="list-style-type: none"> - Monitor and respond to community posts, feedback, and inquiries across all platforms - Build and maintain strong relationships with community members through regular outreach - Assist Director with vetting training programs and processing complex member applications - Identify and address member needs through personalized attention and support |
| Technological Support | <ul style="list-style-type: none"> - Troubleshoot technical issues across all platforms - Respond to member help requests - Coordinate survey results |
| Working Conditions | <ul style="list-style-type: none"> - Part-time position (hours to be determined) - Flexible schedule required - Remote work with some occasional in-person requirements - Reliable Internet Service and dedicated workspace, free of distractions during working hours |
| Reporting Relationship | <ul style="list-style-type: none"> - Reports directly to the Director of ESDA and works collaboratively with other team members as needed |