

**Job Title:** Digital Content Curator

**Direct Report:** Communications Director

**Hours:** 28 hours/week; Mon-Thur, plus weekend.

**Summary of Position:**

The Digital Content Curator will oversee all of Sun Valley's social media accounts, currently but not limited to: Facebook, Twitter, and Instagram.

**Job Description:**

The Digital Content Curator will be responsible for creating a social media campaign across all platforms. They will work closely with Communications team and campus pastors to develop a campus specific and global posting schedule. They will analyze social media trends and the social reach on a regular basis and provide monthly reports to Communications Director. They schedule and plan posting schedule 2 weeks out. The Social Media Coordinator will work closely with the Communication Director to develop a social media strategy that will be more efficient for the campuses long-term. They will work with the Communications team to ensure that the language and visuals used on all social platforms is appropriately representative of Sun Valley and always managed internally.

**Minimum Qualifications:**

Must align with the SV Leadership Distinctives

1-2 years of professional experience in all main social media platforms with a knowledge of social media algorithms and ability to adapt with the changes.

Must have excellent written and verbal communication skills.

Team-oriented, Self-motivated, driven, and needing little supervision

Ability to multi-task and work well with multiple projects and fast deadlines

Agrees and aligns with the vision, values and doctrine statement of SVCC

Effective team building skills and ability to motivate others

Strategic planner and creative thinker who is marketing-focused and excellent with creative copywriting and storytelling.

**Preferred Qualifications:**

Ministry experience with a large, multi-site church

Non-ministry experience in a fast-paced business or organization

Graphic Design and/or video editing a plus, but not required

Someone who can think ahead and foresee issues before they arise