



Title: Social Media Coordinator (Part time)

Directly reports to: Communications Manager/HR Lead

Location: Hope City Church & New Hope Church

About Our Church Family

We are a church that exists to inspire people to know, love, and follow Jesus, as well as engage in meaningful ways with our neighbors, meeting real physical, emotional, and spiritual needs. Serving communities in Mt. Scott, Portland, Beaverton, Milwaukie, and West Linn, our ministry is guided by three values: radical hospitality, uncommon humility, and sacrificial generosity. We believe that where these values are lived out by a group of people, there you will also find an impact made for the Kingdom of God that is truly undeniable – drawing even more people into relationship with Him.

Each of our campuses are responsible for shaping ministry to meet the unique needs of their local community. While our campuses all have the same values, teach the same sermon series, and share a general approach to ministry, most decisions are made locally to ensure our congregation and community are best served.

In this role, you'll:

- **Content Strategy & Planning:** Develop and manage a strategic content calendar to ensure consistent, on-brand messaging across all social media platforms, aligned with church-wide priorities, key events, programs, and seasonal themes. Additionally, assess content impact and adjust accordingly.
- **Content Creation & Curation:** Design and share thoughtful, visually engaging posts that reflect the mission, vision, values, and culture of our churches. Share stories of life change and community impact that encourage deeper connection and spiritual growth.
- **Engagement & Community Building:** Foster a welcoming and supportive online environment by responding to comments, messages, and mentions in a timely and meaningful way, helping people feel seen and valued.
- **Volunteer Team Development:** Recruit, train, and lead volunteer teams to capture weekly photo and video content during weekend services and special events, ensuring we authentically document and celebrate what God is doing in our churches.
- **Campaign & Event Support:** Assist in planning and executing social media campaigns that drive engagement, event participation, and next steps. Support social media coverage during key church events and weekends, including photography and videography as needed.

- **Collaboration & Execution:** Work closely with the Communications Manager / HR Lead to deliver high-quality, timely content that supports ministry initiatives and special event promotions.
- **Platform Awareness:** Stay current on social media trends, tools, and best practices to keep our strategy fresh and effective across all platforms.

All of our staff members are leaders who:

- Set the standard for a consistent Christ-like character, properly aligned with Scripture.
- Promote and foster healthy relationships with staff members, volunteers and attendees.
- Maintain an active, supportive and engaged relationship with staff members at all campuses.
- Demonstrate character-based leadership with staff, volunteers and attendees.
- Communicate consistently and clearly with staff, volunteers and attendees.

We also ask for the following from all our staff:

- Personally ensure that a robust and healthy spiritual life exists for yourself and your family.
- Be an active member in the church family, including community life and spiritual development.
- Personally develop strong relationships with members of the church family, and specifically, at your assigned campus.
- Commitment to personal development of self through active learning. Initiate personal development and self-awareness.
- Support the overall values and vision of our church while bringing independent and faith filled leadership and advocacy to your ministry.