



Job Description

Job Title:	Social Media and External Communications Co-ordinator (18 hours)
Department:	Resource Development – Communications Team
Reports To:	Resource Development Team Lead
Status:	Exempt Part time
Prepared By:	Cecilia Eggleston
Prepared Date:	October 2019
Approved By:	Governing Board HR Team
Approved Date:	November 2019
Job Duties, Responsibilities, Qualifications, and Requirements	
Job Summary	Making MCC’s message known around the world using social media, PR, and other channels to promote our mission, our MCC communities and our life-transforming ministry
Essential Duties and Responsibilities	<p>Work with colleagues to develop strategic campaigns to grow MCC’s visibility and membership</p> <p>Promote MCC’s ministry and activities through all major social media channels</p> <p>Ensure that our messages reflect our diversity and global reach</p> <p>Respond quickly and effectively to world events and social justice news</p> <p>Develop contacts with media outlets internationally to promote the ministry of MCC worldwide</p> <p>Provide training and support to churches, to enable them to use social media more effectively</p> <p>Encourage a culture of sufficiency and generosity</p> <p>Ensure that diversity and inclusion are embedded and measured in our work</p>
Marginal Duties	
Supervisory Responsibilities	
Required skills, education and experience	<p>Fluency in written and spoken English</p> <p>Excellent communication skills</p> <p>Experience with marketing across new and traditional media</p> <p>Ability to produce high quality and engaging promotional videos</p> <p>Experience of developing Vimeo and Youtube channels</p> <p>Familiarity with Facebook advertising</p> <p>Proficiency in Microsoft Office Word, Excel, and PowerPoint</p>

	<p>Able to prioritise, multitask and manage a busy workload</p> <p>Able to comply with MCC policies and procedures</p> <p>Ability to quickly and effectively communicate in a fast pace environment in which much interaction occurs through phone, email, messaging, Skype, and virtual meetings</p>
Desirable skills, education and experience	<p>Graphic design experience</p> <p>Experience of working in a non-profit or church context</p> <p>Familiarity with Google Docs, Google Drive, Adobe Connect, Constant Contact</p> <p>Basic competency with Salesforce database</p> <p>MCC is an international organisation, so competence in a language other than English is an asset</p>
Personal characteristics	<p>Team Player</p> <p>Has integrity</p> <p>Self motivated</p> <p>Ability to maintain confidentiality</p> <p>Flexibility and positive attitude</p>
Physical Demands	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee will need to complete the majority of tasks on a computer (PC or Mac). The employee will also need to be able to access internet in a home office. Vision abilities include vision needed to work on a computer, read typed and handwritten notes, received email and messages, access Microsoft Office software (software provided) Facebook, Skype, Adobe Connect, Constant Contact and Google Drive.</p> <p>In performance of the duties of this job, the employee may be required to travel occasionally, drive a motor vehicle, and communicate using telephone, email and other systems of communications as needed (i.e. Skype).</p>
Work Environment	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The employee will work from a home office the majority of 37.5 hours each week. Compensation for mileage is not included in the salary.</p>
Other Important Information	<ul style="list-style-type: none"> ● Part-Time, 18 hours per week ● Location: home office, with occasional travel ● Relocation package is not available