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JEMS Social Media Coordinator

Manage social media channels

* create content
* post regularly
* build community and engage with audience

Maintain JEMS website

* fulfill updates and requests
* keep data up to date

Communicate with the community

* using Mailchimp, send emails to the JEMS community per request

Communicate with the JEMS staff for social needs

* maintain network for good content
* run social media campaigns-maintain IG, FB and Twitter feeds

Content- Create year end content for the JEMS website and social media channels

* one year end video
* social media posts created through canva or illustrator

This is non-support raised position. Up to 20 hours week. Certain times of the year may require more hours.

Currently we have a hybrid schedule, so most of the work can be done from home aside from once a week in-person staff meetings.

You will work closely with the Executive Director for any side projects that may be assigned.

If interested, please contact Rev. Rick Chuman at Rickc@jems.org.  
Please submit current resume.

*For all JEMS Positions*  
***Applicants must possess an evangelical faith, a growing relationship with Christ, attitude, and skills to work in a team setting and understand the responsibilities given as avenues of ministry for the Lord.***