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| ***Job Description*** |
| **Job Title:** | **Social Media + Marketing** | **Department:** | **Oaks Learning** |
| **Reports To:** | OL Associate Director | **Effective Date:**  | 8/1/2024 |
| **Position Summary:** |
| *The Social Media + Marketing role is an MA position for the Oaks Learning Department.* *This position oversees the social media for the entire department, including content capture and creation, scheduled posting, and regular marketing.*  |
| **Job Responsibilities & Duties** |
| * *Oversees the creation of both Powerhouse and OLC social media content.*
* *Assists the OLC leadership in parent communication as necessary over social media platforms.*
* *Oversees the analytics of the OL social media to ensure social media is being used to its highest capacity.*
* *Assists the OLC leadership in creating and running leadership trainings for staff members.*
* *Works with the Oaks Learning team in planning and executing events, including the initial brainstorm, content creation plan, marketing execution, etc.*
* *Works with the Associate Director in the upkeep and updating of all OL websites.*
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| **Supervisory Responsibilities** |
| * *Dream Team involved in related events.*
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| **Anticipated Time Commitment** |
| * 12-16 hours each week, M-Th
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| **Education and Experience** |
| * High school degree or GED
* Willing to learn Minimum Standards
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| **Required Skills/Abilities** |
| * Organized
* Efficient
* Teachable
* Excellent communication
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| **General Expectations:** |
| * Commitment to continual growth in personal spiritual life and relationship with Christ
* Attend Tuesday Staff Prayer Meetings, All Staff Meetings, “All Hands On Deck” Events
* “Serve One and Attend One” at weekly Oaks Church Sunday services.
* Support the vision, values and ministry of Oaks Church through tithing, serving, etc.
* Proactive thinking and willing to learn and train others
* Model a Godly life for volunteers
* Be teachable with a humble and submissive attitude
* Maintain all information confidential (about staff, projects, property, members, etc.)
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| **FLSA Status: *(HR use only)*** |