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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.* | | | |
| **Supervisory Responsibilities** | | | |
| * *Dream Team involved in related events.* | | | |
| **Anticipated Time Commitment** | | | |
| * 12-16 hours each week, M-Th | | | |
| **Education and Experience** | | | |
| * High school degree or GED * Willing to learn Minimum Standards | | | |
| **Required Skills/Abilities** | | | |
| * Organized * Efficient * Teachable * Excellent communication | | | |
| **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.) | | | |
| **FLSA Status: *(HR use only)*** | | | |