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| ***Job Description*** |
| **Job Title:** | **Youth Creative MA** | **Department:** | **Oaks Youth** |
| **Reports To:** | Youth Communications Coordinator | **Effective Date:**  | 8/1/2024 |
| **Position Summary:** |
| This position exists to facilitate pastoring Oaks Youth Social Media and online presence through intentional promo, creative elements, and caring for the online community.  |
| **Job Responsibilities & Duties** |
| * Recruit, build, and schedule a social media team that contributes to the story and feed posts
* Schedule and communicate with the Social Media team at least two weeks in advance
* Based on the confirmed promo schedule, plan the Social Media calendar for upcoming months and work with the Creative Coordinator to assign post creation and development to yourself, Dream Team, and Student Leaders
* Assist Comm. Coordinator with brainstorming and executing creative elements for weekly services as well as Special Events such as Camp Live, OBDC, Circle Night, etc...
* Assist with OYSL promotion and creative elements on Social Media
* Coach, Pastor and Develop Volunteers in Small Groups, Jesus Clubs, The Dream Team.
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| **Anticipated Time Commitment:** |
| * Maximum hours allowed
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| **Education and Experience** |
| * High school degree or GED
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| **Required Skills/Abilities** |
| * FELLOWSHIPONE for pastoring our students and data.
* ASANA for daily task management and interdepartmental communication.
* TYPEFORM for data collection.
* PCO for volunteer scheduling.
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| **General Expectations:** |

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| * 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)*** |