

SOCIAL MEDIA MANAGER

I. Title: Social Media Manager

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: The Social Media Manager will carry out the initiatives and vision of the Charles Simeon Trust (CST).

IV. Definition: He shall report to the Director of Online Training. He shall also be responsible to the Director of Workshops, the Director of Ministries, the Executive Director, and the Board of Directors.

V. Principal Responsibilities:

- Workshops on Biblical Exposition
 - with the Director of Workshops, oversee the production of marketing materials
 - edit and upload Workshop audio resources
 - other responsibilities as assigned
- Online Courses
 - with the Director of Online Training, oversee the production of marketing materials
 - assist Director of Online Training in producing Online Courses content
 - other responsibilities as assigned
- Residential Training
 - with the Director of Online Training, oversee the production of marketing materials
 - produce and distribute “Under Fire” videos and similar projects
 - other responsibilities as assigned
- Operations, Advancement, Finances, and Communications
 - manage and provide content for all social media channels
 - create and post content on a regular basis
 - respond to comments and message (as needed)
 - upload and manage podcast distribution
 - other responsibilities as assigned
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VI. Other Responsibilities

- as assigned by the Director of Online Training, the Director of Workshops, the Director of Ministries, the Executive Director, and the Board of Directors



VII. General Responsibilities

- shall dedicate himself to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications:

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)
- bachelor's degree or equivalent experience in relevant field
- three years of relevant ministry experience
- proficiency in office software (productivity software, email, etc.)
- proficiency in web/print/video design and implementation
- strong organizational and management skills
- strong oral and written communication skills
- ability to work with others or independently
- ability to follow through on tasks
- demonstrated character as outlined in 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST