



Social Media & Communications Coordinator

Full-time

Send us the following REQUIRED items to be considered for this position:

- **Your resume**
- **Your cover letter**
- **Your portfolio (if applicable)**
- **Please send these items to HR@timberlakechurch.com**

Timberlake Church is a fast-growing, creative, tech-savvy, and increasingly multi-racial church committed to reaching people for Christ and growing them in their faith. We are one church with multiple locations in the metro Seattle area and Southern Washington.

We are seeking a talented individual to join the team as a full-time ***Social Media and Communications Coordinator*** at our Redmond, WA Campus. This person should be a proven leader with a track record of success in their previous experience.

Responsibilities

- Own social media at the Redmond Campus — create social marketing campaigns, build brand recognition, and manage all published content daily.
- Create photo, video, and graphic content for use on social media channels.
- Build regular mass email and targeted email communications for marketing and internal communications.
- Update the calendar of events on our website, app, and all channels in which events are being promoted.
- Take photos on Sundays/at events as needed.
- Support the successful planning and execution of all Communications Team responsibilities.
- Work with the Communications Team to ensure all digital and print marketing channels are effective in accomplishing the mission of Timberlake and the goals of our ministries.
- Work hands-on to accomplish a weekly checklist of communications tasks and one-off projects.

You'll be right on track if:

- You possess expertise in social media management and content creation.
- You are a skilled writer and editor with a knack for writing engaging content.
- You think in photos, videos, graphics, and copy with the intent to engage followers and create a unique and ownable social footprint that is consistent and on-brand.
- You have a desire to reach people with little to no church background while engaging with our church community.

- You are hardworking, detail-oriented, creative, and future-thinking.

It would be awesome if:

- You have a background in graphic design (Adobe Creative Suite + Canva).
- You are skilled in taking and editing photos/videos.
- You have experience creating social media content in a church environment.
- You can develop and lead volunteers.

Application Requirements:

Check us out at www.timberlakechurch.com

- This person must love God and have a personal relationship with Jesus Christ.
- Have a heart to see people come to know Christ.
- This person will have to make discipleship commitments to weekly worship at and tithing to Timberlake Church.
- Hard worker who is results-driven.
- Has integrity.
- Ability to discern needs and respond appropriately, sensitively, and proactively.
- High degree of professionalism.
- Make Timberlake your church home.
- Work full-time hours, with a Sunday – Thursday work schedule
- Perform other duties as assigned.
- Benefits: PTO, medical, dental, vision, 403B, life & AD&D.
- Salary range: \$45k-\$55k