



Social Media / Online Assistant

Contract: 16 hours/week (16 weeks)

First Alliance Church (FAC) is looking for a Social Media / Online Assistant to help maintain and build FAC Calgary's online social presence. The assistant will work closely with our Online Campus Pastor, in a mentoring relationship and Communications team to create and implement engaging content on our social media channels that will allow us to connect with our audience.

FAC Online is a digital strategy of FAC to help people build lives that honour God, all for Jesus through connecting, growing, serving, and sharing.

This position is open to an individual who is passionate about Jesus and building into the church and who would value a diverse and challenging opportunity to learn and contribute collaboratively in a creative, purposeful environment. The position offers flexible hours during the week; however the applicant must be available to work weekends consisting of Saturday nights and Sunday mornings.

Responsibilities:

- Assist in managing FAC Calgary's social media channels, including Facebook, Instagram, Twitter, and other relevant platforms.
- Assist social media team with projects, events, community engagement, and management of the online community.
- Use analytics tools to determine the success of social media projects and posts.
- Prepare and analyze reports on projects and posts based on analytics.
- Update/manage posts to include relevant keywords for search engine optimization.
- Propose new ideas and concepts for social media content.
- Assist in scheduling and running the weekend service live stream on our website and social media platforms.

Requirements:

- Excellent knowledge of social media platforms such as Facebook, Instagram, and Twitter.
- Excellent communication skills, high capacity, and a positive attitude.
- Attention to detail, organization, and project management skills.
- Excellent time-management skills.
- Under 30 years of age.

Application Process

Please submit a cover letter and resume by e-mail to Cory Harasym charasym@faccalgary.com.