

SPECIALIST, WEB & DIGITAL MEDIA

Overview:

The Web and Digital Media Specialist is a key role of Eastbrook Church's Communication team, especially in a post-COVID world, where our congregation has become increasingly reliant on our digital platforms for church ministry and fellowship. The Web and Digital Media Specialist oversees all updates and communication as it relates to our websites (eastbrook.org, iccmke.org, tedsmke.org), digital channels (Eastbrook App for mobile & TV, in-house digital signage), social media (@eastbrookchurch on Facebook, Instagram, and Twitter) and is responsible for keeping our various web and digital channels up-to-date on a weekly and daily basis.

To be successful as the Web and Digital Media Specialist at Eastbrook Church, you should be tech-savvy, creative, strategic, forward-thinking, assertive, and passionate about keeping our Eastbrook Church family connected and informed.

Employment Information:

This is a part-time position; 10-20 hours/week. Must maintain regular (though flexible) office hours during the work week.

Reports to:

Director, Communication & First Impressions

Responsibilities:

- Continuously update all Eastbrook-sponsored websites (currently, but not limited to: eastbrook.org, tedsmke.org, iccmke.org) with new and relevant information so that all information provided is current.
- Publish new and relevant content on all in-house digital signage platforms, as directed by Communication Calendar (eastbrook.org/commcalendar).
- Drive the implementation of in-house digital signage expansion project (to be completed by Summer 2022).
- Implement weekly communication and community-building on Social Media Platforms.
- Implement consistent branding and writing style across all digital platforms.
- Work closely with Director, Communication & First Impressions to bring creativity and excellence to our digital platforms.
- Perform research and coordinate special projects as directed by the Director, Communication & First Impressions.
- Other duties as assigned.

Qualities and Qualifications:

- Must possess strong interpersonal and organizational skills.
- Ability to plan, prioritize, and multitask in a deadline-intensive environment.
- Must possess a developed Christian maturity and model Christian character at work, home, and online.
- Familiarity with Eastbrook Church, the nature of the congregation, its vision, and core values.
- Excellent listening skills, tact, consensus-building skills, patience and perseverance.
- Advanced computer skills including familiarity with website development tools (HTML & CSS fluency), content management systems, and other related software. Familiarity with social media platforms.
- Attention to detail and accuracy.
- Solid command of the English language, proper style, usage, and punctuation.
- Knowledge of current Adobe CS Illustrator, Photoshop and InDesign a plus.

Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

Vision of Eastbrook Church:

Our vision to accomplish this is through five objectives:

(continued)

1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'" (Revelation 7:9-10)*

2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)

3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth." (Acts 1:8)

4. Multiplying Leaders

We are aiming to make leadership growth a priority.

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)

5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)

Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, lduenas@eastbrook.org.