

# ONLINE RESOURCE & SOCIAL MEDIA ASSISTANT

## Job Description



### Primary Purpose

Improve Rockharbor's online footprint for all ministries in the church. Projects range from content planning for all social media channels, meeting with ministry leads to help innovate & post engaging content, track metrics for each channel (followers, engagement & click conversion), respond to DM's & post Rockharbor's podcasts and sermons weekly.

### Position Requirements

- High School diploma
- Experience working in online marketing and SEO.
- Excellent verbal and written communication.
- Proficient knowledge of social media platforms.
- Detail oriented with a strong drive to execute tasks and keep projects moving forward.
- Ability to work independently, as well as with a team.
- Time management, multi-tasking, and organizational skills
- Ability to be teachable, seeking out coaching and learning for growth and development.
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible.

#### Ministry Department:

Creative Team

#### Reports To:

Online Resource & Social Media Coordinator

#### Status:

Part Time, Non-Exempt (20 hours/week, including Sundays)

#### Revised:

February 2026

***Rockharbor Church exists to love and lead one another to be devoted followers of Jesus.***

*We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!*

## Position Responsibilities

### Social Media Management & Growth

- Assist with planning content and schedule/post social media for main Rockharbor accounts.
- Support Coordinator with implementation of schedules/plans for each ministry account and ensure posts go up according to schedule.
- Communicate with Creative team to ensure video/photo/graphic assets are on track to be posted on time.
- Assist in consulting and content planning with ministries that have social media accounts.
- Respond to DMs in a timely manner and forward to applicable ministries.
- Ensure posts occur in real time on Sundays.
- Assist in keeping Rockharbor relevant online, including trend recognition and apply to our context.
- Provide analytics as requested.

### Creative Department Tasks as Assigned

- Execute tasks assigned by the Executive Director of Equipping as needed.
- Collaborate with Creative team in brainstorming and creative sound board.
- Other general administrative responsibilities for the Creative Department as needed.

## Personal and Spiritual Requirements

Has a growing relationship with Jesus, and a commitment to spending daily time with Him.

Models a strong relationship with his or her spouse (if married) and children (if applicable).

Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships, and actions.

Models standards and expectations of Rockharbor Church leadership, including, but not limited to:

- Upholding Rockharbor's Core Values and mission
- Regular attendance at Rockharbor Church services
- Regular participation in a Community Group
- Partnership through tithing and serving
- Abstaining from smoking, vaping and illegal substances
- Models discretion and positivity in use of Social Media
- Setting of appropriate boundaries to protect character and integrity