

# MOSAIC CHURCH

**Title:** Social Media Specialist  
**Classification:** Non-Exempt  
**Hours:** Part-Time (20 hours/week)  
**Reports to:** Creative Arts Pastor  
**Supervises:** None  
**Updated:** August 21, 2025

## General Summary

Our mission at Mosaic is to help broken people become brand-new by teaching them to follow Jesus. The Social Media Specialist will help us accomplish our mission by creating and managing digital content that tells stories, engages our community, and extends the reach of Mosaic beyond the walls of our campuses. This role is responsible for planning, producing, and publishing content across Mosaic's social media platforms, ensuring that everything reflects our mission, vision, and values. The Social Media Specialist must be creative, organized, and detail-oriented, with strong skills in writing, photography, and video editing. Core competencies include excellent communication, a good design eye, and the ability to stay current with trends and best practices in digital media. This role requires adaptability in a fast-paced environment, collaboration with the Creative Arts team, and full buy-in to the mission and vision of Mosaic Church.

## Responsibilities & Tasks

General tasks include but are not limited to:

- Create written, photo, and video content for social media platforms.
- Edit and post sermon clips, quotes, reels, and event stories on a weekly basis.
- Capture and post live content during weekend services and special events.
- Maintain a consistent posting schedule across all platforms.
- Monitor comments, messages, and interactions, responding in a timely manner.
- Track engagement metrics and provide monthly reports on reach, engagement, and growth.
- Use analytics to make recommendations for improving content effectiveness.
- Collaborate with the Creative Arts Pastor and ministry leaders to support events, campaigns, and stories.
- Support video and photography needs for church-wide communication projects.
- Other duties as assigned.

## Knowledge/Skills/Abilities

- Strong written and verbal communication skills.
- Ability to create and edit digital content (photo, video, and graphics).
- Familiarity with Adobe Creative Suite, Canva, or similar tools.
- Knowledge of social media platforms and scheduling tools (Meta Business Suite etc.).
- Understanding of social media analytics and ability to translate data into insights.
- Photography and videography skills preferred but not required.
- Highly organized, self-motivated, and flexible with the ability to meet deadlines.
- Coachable, team-oriented, and willing to adapt to changing needs.

## Staff Expectations and Commitments

- Staff members are expected to give to the church and be involved in a Community Group (or a mentoring relationship) for personal, spiritual, and relational growth.

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- Staff members are expected to devote themselves to the seven staff commitments:
  - Trust- A winning team is comprised of people who are trusting and trustworthy. When we see a pattern of behavior that causes concern, we commit to running towards difficult conversations and holding one another accountable by being honest and transparent with one another. I've got their back and I know they have mine.
  - Vision- A winning team is comprised of people who are passionate about the vision. We will always provide clarity around what we do, why we do it, and how we do it. We do not just talk about our church; we talk about it in a way that makes the vision contagious.
  - Growth- A winning team is comprised of people who never stop growing. We believe our best days are always in front of us because we will never stop growing spiritually, professionally, and relationally.
  - Teamwork- A winning team is comprised of people who invite teammates into their process. We believe we are always better together. We can achieve more together than we ever could alone.
  - Results- A winning team is comprised of people who hold one another accountable for the decisions made. We call our shots and relentlessly pursue those shots. We call a win a win and a miss a miss. We refuse to paint a bullseye around a stray bullet.
  - Love- A winning team is comprised of people who laugh loud, hard, and often. We do not just have fun as a team, we have fun with our families too. We are committed to knowing one another well so we can love one another better.
  - Ownership- A winning team is comprised of people who think and act like owners, rather than renters. We will not just identify problems. We will find the best solutions and then execute those solutions to make Mosaic better.