COMMUNICATIONS PROJECT MANAGER

REPORTS TO: COMMUNICATIONS DIRECTOR
RELATES CLOSELY WITH: PRODUCTION & CREATIVE TEAMS
PROVIDES OVERSIGHT TO: PHOTOGRAPHY & ONLINE VOLUNTEERS
CLASSIFICATION: FULL-TIME / SALARY
WORK SCHEDULE: SUNDAY-THURSDAY

You will work with the Communications team to create content that reaches hundreds of thousands of people each week, digitally bringing Christ to a lost and broken world. You're responsible for taking big ideas and breaking them down into manageable steps. We are one of the fastest moving teams at Flatirons, often turning around responses or content within 24 hours or less. You would be a great fit if you enjoy learning new platforms and evaluating strategies to make them even better. We are a rapid feedback, coffee loving, swing-for-the-fences team that needs someone to help keep us grounded.

QUALIFICATIONS / CHARACTERISTICS

- Committed follower of Christ who understands Flatirons philosophy and is comfortable communicating it on public platforms
- 1 – 3 years of education and/or professional experience in project management or marketing preferred
- Detail orientated with strong administrative and communication skills
- Passion for digital media and marketing trends
- Proficient in Adobe Lightroom
- Basic knowledge of CSS or content management systems a plus
- Ability to work with and help lead a large team of volunteers across multiple locations
- Working knowledge of current social media platforms and willingness to learn new platforms
- Experience with social media business accounts preferred
- Experience using social media scheduling software: Buffer, Hootsuite, or Sprout Social
- Self-starter, organized and possesses the ability to see major projects through to completion
- Thrives in a fast-paced environment, implementing feedback quickly and graciously to meet deadlines
- Excellent written communication skills
- Expert in gif curation

PRIMARY RESPONSIBILITIES

- Create, implement, and schedule projects from content ideation. Examples: Gather, schedule, and request talent/resources for social media posts.
- Responsible for sorting and filtering social media inbox to ensure that questions are answered in a timely manner by the correct person(s).
- Report analytical data on Sundays, weekly, and quarterly for all digital platforms: website, social media, app, YouTube, iTunes, etc.
- Maintain digital platforms to accurately represent in-person campuses; keeping the website, app, and social media bots up-to-date for events and announcements
- Manage the volunteer photography team, campus photographer requests, and editing all photos to match Flatirons style guide and Lightroom presets.
- Manage weekend live stream moderation and platform syndication, ensuring that Flatirons is represented with a high standard of excellence in public forums and that the live stream reaches the maximum number of people.
- Oversee website updates keeping campus pages current, uploading weekend content accurately, and updating digital connection forms with staff changes
- Coordinate large marketing campaigns specifically at Easter, Christmas, and groups launch twice a year.
- Collaborate with campuses, Production, and Creative teams to ensure that the Communications team is supporting all areas well and teams feel empowered, valued, and informed.
- Assist in supporting and onboarding online network sites.
- Help with Online Campus groups that launch twice a year. Example: interviewing new group leaders or coordinating interview times with other staff.
- Responsible for building YouVersion notes for weekend messages and finding new ways to digitally deliver content.
- Request content from the Creative team, managing both creative requests and contractor requests to ensure smooth delivery of assets.
- Keep campuses and online store stocked with current promotional products: Thin Red Line bands, Ezer rings, stickers, etc. and assist Guest Services in ordering
- Maintain online store: follow up with customer questions, coordinate with fulfillment, add new products, schedule photo shoots