

The Diocese of Athabasca is seeking;

Site Administrator and Social Media Person

- Volunteer role
- Work from home

The Diocese of Athabasca seeks a **Site Administrator and Social Media Person** to develop and post content that reflects the Diocese's mission and ministry in ways that are informative and engaging to parish members and wider constituencies. This position reports to the Synod Administrative Assistant and supports diocesan communications on a day-to-day basis.

Key activities include:

- Developing original, high-quality content and material to post online which is in keeping with the diocesan WHY statement: 'to encounter and share Christ's love so that the family of Christ, the Kingdom of God, can be further established'.
- Developing and growing a presence and reach across social media platforms such as Facebook, Instagram, and Twitter.
- Sharing relevant items to social media platforms which inform and educate followers.
- Posting weekly prayer schedules and sharing prayer time live videos.
- Maintaining the website and sharing relevant events and news from across the diocese.
- Promoting and advertising Diocesan events on social media platforms.
- Sharing content from the website to the Diocesan Church App and creating content for the app.
- Collecting information from the Diocesan Synod Office to share on the various platforms.
- Working with the Bishop and Synod Office staff to develop communication strategies.
- Meeting with the Bishop and other staff on a regular basis.

The Site Administrator and Social Media Person will need a good working knowledge of the Church and ministry of the Diocese and some experience in communications. Knowledge of computer coding is not required, however, the successful candidate must have good computer skills and be willing to learn new skills.

How to Apply

Please quote the job title SITE ADMINISTRATOR AND SOCIAL MEDIA PERSON, to:

Benita Greenwood

Diocese of Athabasca

E-mail: dioath@telusplanet.net