

Part-Time Social Media & Communications Coordinator

First Congregational Church of Essex (FCCoE)

Essex, Massachusetts

About the Role

First Congregational Church of Essex is seeking a creative, organized, and church-engaged individual to join our team as a **Social Media & Communications Coordinator**. This part-time role (approx. 3–5 hours/week) is ideal for a college student, young adult, or emerging professional who loves Jesus, loves the church, and has a strong grasp of social media and digital communication.

You'll help us tell the story of what God is doing in and through our church community—both to those already connected and to those who might be drawn in. From Sunday services and community breakfasts to youth group gatherings and small group Bible studies, FCCoE has a vibrant life that we want to share more effectively and joyfully with others.

Key Responsibilities

- **Social Media Management**
 - Create, schedule, and post engaging content on platforms like Instagram, Facebook, and potentially others.
 - Take and edit photos and short videos from church events and services (with permission).
 - Curate content that reflects the heart, hospitality, and ministry of FCCoE.
 - Highlight upcoming events, sermon series, community outreach, and other activities.
- **Digital Communications**
 - Collaborate with the pastor, administrator, and ministry leaders to promote events and initiatives.
 - Support livestream or digital worship visibility through scheduled posts or cross-platform sharing
 - Create and schedule weekly email updates to keep the community informed and engaged.
 - Occasionally assist in updating the church website with fresh content, upcoming events, or ministry updates.
- **Community Engagement**
 - Help communicate our presence and invitation to the broader Essex and North Shore communities.
 - Offer insights into how younger generations are engaging with churches digitally.

What We're Looking For

- Someone who is (or is willing to become) an active participant in the life of FCCoE.

- A heart for the local church and a commitment to its mission.
- Proficiency in social media platforms and basic digital content creation tools (e.g., Canva, Mailchimp, Instagram Reels, Meta Business Suite).
- Strong communication skills and a creative eye.
- Self-motivated and dependable; able to work independently and collaboratively.

Bonus Points For

- Photography or videography skills.
- Experience with email marketing (e.g., Mailchimp, Robly, etc.).
- A background or interest in marketing, communications, or graphic design.

Hours & Compensation

- Estimated 3–5 hours per week, with flexibility based on church activities.
- Compensation: \$15/hr depending on experience.

Why This Role Matters

FCCoE has been a spiritual home in Essex for over 300 years. As we continue to grow and adapt in a changing world, we're excited about how digital communication can help us stay connected to our members and be more visible and invitational to the wider community. This is a chance to shape the voice and presence of a historic, welcoming, and Jesus-centered church as it looks to the future.

To Apply

Please email a brief letter of interest, any relevant experience or samples (if available), and your contact info to lisa@fccoe.org

We look forward to hearing from you!
