



Job Description

Job title	<i>Digital Communications Specialist (Part-Time)</i>
Dept	<i>Operations - Digital Communications Dept</i>
Reports to	<i>Director of Operations</i>
Revised	<i>March 1, 2023</i>

Church Background

RHCCC is a Purpose-Driven church to carry out the five purposes of the New Testament Church: Worship, Fellowship, Discipleship, Ministry, and Mission. We are a multi-cultural, multi-generational, and multi-lingual (3M) evangelical church which ministers in English, Cantonese, and Mandarin. To learn more about RHCCC, visit <https://rhccc.ca/rhccc/e/>

Purpose of the Position

To support the advancement of RHCCC ministries through planning, co-ordination and delivery of digital media productions, videos in particular, at the overall church level as well as across congregants and other target groups.

Reporting Structure

This position reports to the Director of Operations.

Duties and responsibilities

1. Develop with church leadership a Digital Communications (DC) strategy and operation plan.
2. Map out the DC assets and channels required to broaden the church's reach and enhance its vision and mission.
3. Help the content authors to formulate their ideas and translate the messages into digital assets, which are understandable, relevant, and meaningful to the audience.
4. Actively recruit and develop volunteers to assist in the ministry.
5. Monitor DC technology and trends, and governance requirements, particularly privacy, data security, and risks, and make corresponding recommendations.
6. Establish social media engagement protocol, rules, and authorization levels.
7. People, equipment and hardware management.

Qualifications

1. Mature Christian in good standing and actively involved in church service.
2. Degree, diploma or certificate in Digital Communications, or related disciplines. Theological education an advantage.
3. Experienced in Digital Communications channels especially social media, websites and mobile apps.
4. Good understanding of the values, vision, direction, culture and structure of RHCCC.
5. Fluent in English. Good command of Cantonese and Mandarin a strong advantage.

Competencies

1. Strong believer in unity, consensus and servant attitude.
2. Proven team leader and player.
3. Good interpersonal and communication skills.
4. Good organizational and administrative skills.

Working conditions

Working Hours: 10 hours a week.

Physical requirements

Nil

Direct reports to this position

Nil

Target Commencement Date

June 1, 2023 or sooner