



Digital Marketing Communications Specialist

Central Team

Position Summary:

The Digital Marketing Communications Specialist works to support the overall communications goals of New Life Church, its campuses, and ministry departments. This specialist would bring a background in any combination of digital marketing and communications platforms, including web design and coding, app development and design, and social media and email marketing. Background in video and graphic production is a plus. Our ideal candidate would love the mission of the local church, thrive in a fast-paced, collaborative and creative environment, and have a track record of meeting deadlines.

Position Details:

- Status: Full-Time [Salary]

Responsibilities include:

1. **App and Website.** Create, maintain and develop digital platforms including website and app for New Life Church. Ensure event and communications accuracy. Provide regular content and design updates. Edit and upload weekly messages, Beyond Sunday content, and other communications to platforms.
2. **Email, Social and Print Marketing.** Manage and execute church-wide communications, including the weekly NL news. Work with NL's social media specialists to ensure regular and consistent branding, and NL's graphics specialists to manage and execute signage and print requests from all departments.
3. **Project and Deliverables Oversight.** Manage and track department and project requests and deadlines through Asana project management platform. Communicate and coordinate design and production needs with other NL marketing and communications team members as needed (graphics, video, etc.). Create when possible.
4. **Administrative.** Code invoices from vendors and coordinate payments with finance department. Manage department's expense reporting.

Qualifications and Expectations:

- Competency in app and web platforms, NL's project management tools, and email delivery systems.
- Must be a teachable team player with strong written and oral communication skills.
- Must have an ability to take direction and work independently, as well as delegate when needed.
- Must possess strong organizational skills and technical aptitude.
- Personable, creative, and a self-starter.

To apply, please submit a cover letter and a pdf of your resume to jshorb@nlchurch.com