



TERRI SAVELLE FOY
MINISTRIES

SOCIAL MEDIA JOB DESCRIPTION

Regular Office Hours: 8:00 AM to 4:30 PM
Position filled: Open

Position: Full-time salaried
Location: On site – Rockwall, TX

Responsibilities:

1. Create and schedule on-brand social media content, including graphics, short-form videos and creative copy
2. Create on-trend short-form video content for TikTok, YouTube Shorts and Reels
3. Adhere to brand guidelines and complete projects according to deadlines
4. Manage daily Facebook, Twitter, Instagram, TikTok and YouTube post
5. Develop content calendar and schedule social content
6. Track and analyze social metrics weekly and monthly
7. Identify and track ongoing social media trends
8. Identify user-generated content; ask customers for permission to use
9. Collaborate with customer service on addressing customer service related questions via social media
10. As a TSFM team member, participates in the success of TSFM's outreaches/events including, but not limited to:
NEXT Conference – January
RDC Vision meeting – January
ICING Women's Events

General Requirements:

- High school diploma
- Two years applicable working experience
- Design and creative ability that matches TSFM style and standards
- Excellent verbal and written communication skills
- Highly self-motivated
- Detail-oriented and able to handle multiple priorities
- Able to work overtime on an "as needed" basis
- Knowledge of short-form video editing
- Highly efficient in Adobe Creative Suite's InDesign, Photoshop and Illustrator
- Possess a "can do" and "whatever it takes" attitude
- Provides solutions
- Consistent learner
- Born-again believer, filled with the Holy Spirit and must adhere to the doctrines of this organization as upheld by Terri Savelle Foy and her appointed representatives

Compensation

- Annual salary depending on qualifications and experience
- Health coverage provided after 60 days of employment

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts and working conditions associated with this position. It does, however, reflect the principal job elements of this position. This job description does not constitute a contract for employment.