



TERRI SAVELLE FOY MINISTRIES

ONLINE COMMUNITY PARTNER ADVOCATE

Regular Office Hours: 8:00 AM – 4:30 PM
Department: Partner Services

Position: Full-time Salaried
Location: On site in Rockwall, TX

Our Community Advocates serve as the primary point of contact for our existing and potential partners and must reflect the heart and mission of TSFM.

Responsibilities:

- Serve as a point of contact for our member only Facebook communities
- Interact with community members and customers in a professional, personable, and timely manner to grow and keep the community alive.
- Work with the marketing, creative, and customer experience team to create high quality, engaging, relevant, and timely content
- Manage the community calendar(s) and ensure the content is published by the stipulated deadlines
- Deploy social listening tools to monitor positive/negative comments and topic trends, strive to boost engagement and resolve any potential conflicts that may affect our reputation, Plan and execute community initiatives and programs
- Track performance metrics and generate comprehensive reports on overall community sentiment and notable trends, and provide meaningful feedback
- Organize Facebook Lives and Group Zoom calls for the communities
- Call community members and partners to pray with them
- Participate in social events, ministry events and workshops, both in person and online
- Occasional work beyond normal office hours
- Other duties as assigned

Qualifications:

- Minimum of 1 to 3 years of experience in donor development or customer service within a Christian ministry or organization
- Minimum of 1 to 2 years managing Facebook Groups and creating social media posts
- Excellent speaking and listening skills and telephone etiquette
- Knowledge of search engine optimization (SEO) and web metrics
- Proficient in word processing applications (including Microsoft Office, spreadsheets, presentation software)
- Exceptional written and oral communication, good judgement, problem-solving skills
- Friendly and outgoing personality
- Good judgment and problem-solving skills
- Passionate about the mission of TSFM – to help people fulfill their God given assignments
- Knowledgeable of TSFM products, events, broadcasts, and website
- Detail oriented, excellent in managing time, tasks, and priorities
- Self-starter without the need for continual direct supervision
- Must work well with others, as a team and according to Romans 16:17, must not cause dissension, difficulties or divisions
- 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

- Base Salary of \$35,000 to \$45,000 annually
- Bonuses awarded at management discretion
- Health coverage provided after 60 days of employment