



Online Engagement Coordinator Position Outcome Statement

General Information

Position:	Online Engagement Coordinator	Reports to:	Senior Pastor
Term:	6 month contract – 20 hours per week		
Remuneration:	\$26.5 per hour		
Start Date:	As soon as possible	Date Reviewed:	6 months after start date
Location:	25 O'Brien's Road, Figtree, NSW 2525		

Position Overview

The Online Engagement Coordinator's primary responsibility is to engage and serve the NewDay Church (NDC) family and reach beyond our community of believers through online formats, keeping with the Vision and Values of NDC. This will entail innovating a new frontier and being prepared to experiment, be bold while keeping relevant in an online context.

The Online Engagement Coordinator will also be responsible for establishing an online presence for NewDay Kids (NDK) in collaboration with its staff for the purpose of supporting and caring for our NDK families and to increase pathways to enable future families and staff to be connected.

Essential Spiritual Leadership Attributes

- An ongoing personal relationship with Jesus
- A willingness to be led by the Holy Spirit in boldness and discernment
- A pioneer with the ability to find new and fresh ways to minister to people
- An openness and evangelistic heart to see people reunited with Christ
- An engagement with their own spiritual gifts and using them to serve the Church

Key Relationships

The Online Engagement Coordinator will report and be accountable to the Senior Pastor and ultimately to the NewDay Church Leadership Team as well as to the NewDay Kids Centre Director.

- Directly responsible for the following:
 - NDC Social Media Team
- Indirectly responsible for the following:
 - Good relationship with NDC ministry leaders
 - Good relationship with NDK staff

- Healthy engagement with NDC community
- Healthy engagement with members of the public
- Healthy engagement on behalf of NewDay Kids

Key Result Areas

1. Delivery – Receiving Direction and Producing
2. Innovation – Trying New Things
3. Quality – Create and Maintain
4. Footprint – Reach and Presence
5. Community – Create and Grow
6. Engagement – Surface and Depth

Key Responsibilities

The key responsibilities of the Online Engagement Coordinator will be:

NDC

- In collaboration with the Senior Pastor create an Integrated Social Media Communication Plan for NDC
- In collaboration with the Senior Pastor, facilitating weekly online content that enriches the NDC community and weekly online content that reaches beyond the NDC community
- In collaboration with the Senior Pastor, producing a hard copy and online release of ‘NewDay Church – Who We Are’
- Build a larger space of online community to foster belonging among the NDC community
- Managing the NDC social media accounts
- Leading the NDC Social Media team and delegating responsibility where necessary within that team
- Distilling the vision and values of NDC across all of NDC’s online formats
- Innovating new ways for NDC to engage with people online
- Creating pathways to lead people from engaging with NDC online to being connected in the NDC community
- Filming, editing and producing videos and images for use online
- Filming, editing and producing the online aspect of NDC’s Sunday online worship service
- Contributing to graphic design needs across the different ministries of the church including sermon slides, promotional materials etc.
- Expanding the online footprint of NDC and increasing engagement from its community
- Interpreting online analytics of social media reach and engagement

NDK

- Managing the NDK social media accounts
- Liaising with NewDay Kids staff to setup a sustainable online presence
- Translating key objectives from NDK management into effective online strategy
- Ensuring design consistency across the physical and online spaces of NDK

Key Selection Criteria

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| KSC 1 | Experience across numerous social media settings, especially in a marketing capacity |
| KSC 2 | Demonstrated capability in graphic design and technology across numerous formats |
| KSC 3 | A willingness to upskill and learn new technologies where appropriate |
| KSC 4 | A clear history of being able to synthesize a brief given to you to meet the desires of a client |

KSC 5 Ability to film, edit and produce videos and other online content

KSC 6 Be able to produce a current Working With Children Check and Police Check

Submissions

All applications for the above position should must include a current resume and an accompanying response to the above Key Selection Criteria. You are not required to be an expert at writing job applications – you just need to be able to, with God's help, fill the role required.

Applicants may also choose to submit a folio of work as part of their application.

Applicants will also be required to provide a minimum of 2 referees, one of which is a Pastor.

Please send submissions either by email to admin@newdaychurch.com.au and addressed to the Senior Pastor.

If you have any further question, contact us via the above email, by calling 02 4226 5022 or by sending us a DM via Facebook or Instagram.