



JESUS EXALTED + WORD EXPLAINED
EASTERN STAR CHURCH

Communications: Website/App Administration

The roles of the website administrators are mainly to ensure the website and ESC App information is current and correct. This includes but is not limited to reviewing and proofing content, updating the calendar of events, and syncing information with the Eastern Star Church App. Website/App Administrators will ensure that all content captures the overall goals, missions, and image of Eastern Star Church.

Ministry Area/Department	Communications
Position	Website/App Administration
Accountable To	Director of Communications
Ministry Target	General Congregation
Position Is	Volunteer
Position May Be Filled By	ESC Member
Minimum Maturity Level	New, Growing Christian
Spiritual Gifts	Administration, Service
Best Personality Traits	Consistent, Dependable
Length of Service Commitment	One (1) Year Minimum

ANTICIPATED TIME COMMITMENTS

1. Doing ministry/preparing for ministry: 1-2 assignments per month or willing to commit hours per month/year
2. Participating in meetings/training: monthly meetings

RESPONSIBILITIES/DUTIES

1. Have strong writing, editing, proofreading and interpersonal skills
2. Work well in a team
3. Be able to work under pressure
4. Have an eye for detail along with critical thinking
5. Be willing to work outside 'normal business hours'