



BURNT HICKORY

Baptist Church

Online Engagement Associate

JOB DESCRIPTION

OBJECTIVE:

The Online Engagement Associate is a 10 hour/week part-time position. It requires an on-camera personality to facilitate and connect the online audience with the offerings at BHBC. This position manages and directs the church's online engagement to effectively engage adults who are participating online and will provide a visual element in the morning worship at several times during the services offered. This position reports to the Adult Ministry Pastor.

RESPONSIBILITIES:

1. Oversee the online service options offered by BHBC.
2. Recruit, train, and schedule online hosts for Sunday services, and other live-streamed events.
3. Create & manage the input of information into our online platforms in conjunction with the communications department.
4. Coordinate with worship planning to include online attendees.
5. Work with the communications team to create content aimed at online worshippers and attendees.
6. Track engagement online and develop materials to increase engagement.
7. Follow up with online attenders to ensure guests are connected and welcomed.
8. Other duties as assigned by the Adult Ministry Pastor.

Skills Needed:

- ❖ **Passion** for the church and connecting with people online.
- ❖ **Administrative skills** to manage platforms including planning center, ChOP, FB & YouTube.
- ❖ **People skills** to communicate with ministry leaders and online attenders.
- ❖ **Training skills** to work with those who are learning how to host online.
- ❖ **Functional knowledge** of online platforms (+ social media) for reaching online attendees.
- ❖ **Aptitude** with MS Software and church management software.