

Title: *Social Media Coordinator*

Collaborates with: *Director of Content, Director of Community Outreach, Executive Director*

Purpose: *Organizes, schedules, and engages with Homefront Heroes Ministries community through a variety of social media platforms.*

Primary Duties

1. *Edit, Proof and schedule social media content for the Homefront Heroes Ministries Facebook and Instagram accounts.*
2. *Utilize the scheduling app to pre schedule content at the appropriate time and day as directed by Director of Content.*
3. *Communicate with Director of Content about availability of content.*
4. *Engage in comments with HFH Community through social media platforms, providing resources, encouragement, and connection to prayer team.*

Character Qualities

- *Christ Centered Vision*
 - Prayerfully considers the words and topics of all Homefront Heroes content.
 - Desires and intentionally seeks a personal relationship with Christ and roots themselves in His Word.
- *Creative*
 - Thinks independently and is willing to courageously share their thoughts and ideas with others.
 - Remains optimistic and flexible throughout problem solving.
 - Prayerfully seeks The Lord throughout the creative process of editing, scheduling and engaging with HFH Community.
- *Biblical Communicator*
 - Is able to provide a gentle response when provoked.
 - Is quick to listen, slow to speak and slow to anger. Willing to work through hard conversations and miscommunications.

- Knows and uses the Homefront Heroes tone and voice while still allowing their own personality to shine.
- *Encourager*
 - Is empathetic and respectful to all team members and military wives.
 - Recognizes opportunities to mentor, guide and point team members back to Christ and the mission and values of Homefront Heroes.
 - Listens carefully and makes sure team members and military wives feel heard and valued, providing solutions or direction based on the individual's needs.
- *Intentional*
 - Holds a proactive attitude and approach to her work.
 - Actively seeks the Word of God in preparation for future content.
 - Plans and prepares long term opportunities for the organization and develops creative solutions to execute them.