



## VIRTUAL CHURCH ASSIST

**Position Title:** Communications & Online Engagement Coordinator

**Employment Type:** Contractor or Part-Time (0.1 FTE, approx. 17 hours/month)

**Reports to:** Director, Virtual Church Assist

### About Virtual Church Assist

Virtual Church Assist (VCA) provides virtual administrative support to churches and christian organisations, seeking to ease the administrative burden of pastoral staff and provide support to allow ministry to grow. We also offer training, mentoring, and an online hub for ministry support staff.

We are seeking a creative, proactive, and organised **Communications & Online Engagement Coordinator** to help us share our story, engage our community, and expand our reach. This role will be key in ensuring our online presence not only informs but inspires action, turning followers into engaged community members and clients.

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### Key Responsibilities

- **Social Media:** Plan, schedule, post, and engage across VCA's social media platforms, ensuring content is consistent with our brand and voice.
- **VCA Hub Engagement:** Post updates, respond to comments, and encourage participation within our online community platform.
- **Resource and Webinar Planning:** Brainstorm ideas, make plans and liaise with facilitators to post resources and hold training webinars.
- **Collaboration:** Meet with the Director and relevant team members to gather ideas, updates, and information for content creation.

### About You

- Strong written communication skills and an eye for detail.
- Confident using social media platforms, website CMS (Wix).
- Ability to work independently, take initiative, and manage multiple priorities.
- Creative thinker who understands how to connect with audiences online and turn engagement into tangible results.
- An understanding of the church or Christian ministry context is highly desirable.

### How to Apply:

Send your CV and a short cover letter outlining your experience and why you'd be a great fit for this role to [sam@virtualchurchassist.com](mailto:sam@virtualchurchassist.com)