

If you are interested in the social media coordinator position, please contact Meico Whitlock at meico@mindfultechie.com.

Position Description

Position Title: Social Media Coordinator (Part-time)
Compensation: Commensurate with experience
Availability: Initially 5-10 hours/week with the possibility of more hours based on performance
Location: Washington, D.C.
Reports To: Senior Minister

Who We Are and What We Do

Unity of Washington, DC is a church center for spiritual growth and dynamic transformation, where people discover the joy of living, loving, and serving through the understanding and application of the Spiritual Principles of Truth.

Job Summary

We are looking for a creative, energetic go-getter with strong organizational skills to build out and manage social media platforms for Unity of Washington, DC and its Senior Minister and assist with website updates and email marketing.

Essential Duties

- Developing content for posting on all designated social media outlets
- Maintaining posting schedules
- Monitoring and tracking online activity
- Advising Unity on opportunities for using digital tools to raise the profile of the community and its Senior Minister

Minimum Qualifications

- Professional experience in creating content for and managing online communities
- Solid project management, writing, editing, and communications skills
- Experience with content management systems (e.g. WordPress), email marketing tools (e.g. Vertical Response), social media management tools (e.g. Sprout Social), and basic knowledge of HTML and CSS
- Basic knowledge of graphic design and video editing
- Fluent in English
- Ability to adapt to shifting and competing priorities
- Interest in working with a growing spiritual community grounded in [Unity principles](#)

Unity of Washington, DC is an equal opportunity employer committed to workplace diversity. We are committed to providing equal employment opportunities for all qualified applicants and employees without regard to age, race, color, national origin, ancestry, creed, religion, gender, disability, marital status, gender identity, sexual orientation, genetic information, political affiliation, or protected veteran status in any employment decisions.