

## **The Paradox Church**

Title: Social Media Manager

Reports to: Executive Director of Music & Arts

Last updated: 5/4/2026

*The Paradox Church (TPC) exists to saturate Fort Worth with the glory and grace of Jesus.*

## **Social Media Manager**

The Social Media Manager is responsible for overseeing the social media presence of The Paradox Church, helping communicate TPC's vision, culture, and voice across all platforms.

### **Primary Responsibilities**

- Manage and Maintain TPC Social Media Accounts (Instagram, Facebook, etc.)
- Develop and Execute a Consistent Social Media Content Calendar
- Create and Publish Engaging Content that Reflects TPC's Vision and Values
- Collaborate with Graphic Designer and Video Producer on Creative Assets
- Monitor Engagement, Analytics, and Growth Across Platforms
- Ideate and Propose Various Strategies for Innovation and Growth
- Support Copywriting Needs for Campaigns, Events, and Announcements
- Assist with Project Management for Marketing and Creative Campaigns as Needed

### **Core Competencies**

- Be in Full Agreement with [What We Believe](#)
- Know & Champion The Paradox Church Vision & Values
- 2–4 Years of Experience in Social Media Management or Related Field
- Strong Written Communication and Copywriting Skills
- Familiarity with Social Media Analytics and Scheduling Tools
- Ability to See Multiple Projects to Completion Simultaneously
- Proficient in Asana, Slack, and PCO Services (preferred)
- Working Knowledge of Marketing and Campaign Strategies
- Basic Understanding of Graphic Design Principles (preferred)

### **Standing Meeting Requirements**

- Celebrate + FYI Meetings
- One-on-Ones with Executive Director of Music & Arts
- M&A Monthly Staff Meeting
- Prayer Gathering

### **Expectations & Compensation**

- Adhere to [TPC Staff Handbook](#)

- Embody [TPC Cultural Values](#)
- Full-time hours (40 per week)
- Regular Rhythm of Weekly 24-Hour Sabbath
- Operating within an Ideal Week (as much as possible)
- 15 days per year of paid time off, plus Holidays
- Full-time salary
- Health benefits
- Guidestone 403b match
- Cell phone reimbursement