

## Venice Free Methodist Church - Job Description

### Multi-Media Coordinator

<b>Date Created/Revised:</b> 09.04.20	<b>Author:</b> Pastoral staff
Title: Multi-Media Coordinator/Manager	Paid position: Part time
<b>Ministry:</b> Discipleship	<b>Hours per week:</b> 22 hours
<b>Performance Appraisal:</b> yes	
<b>Supervision:</b> Pastoral staff	<b>Direct Reports:</b>

#### Position Role Summary

<p>The primary purpose of the Multi-Media Coordinator is to create and manage the publication of quality content, both digital/online and print use, to promote and support the ministries of the church.</p>
<p>This document does not create an employment contract, implied or otherwise. The position of Multi-Media Coordinator at Venice Free Methodist Church is an at-will employment relationship with the church.</p>

#### Requirements

<p>The successful candidate must be a Christian and fully support the beliefs and philosophy of Venice Free Methodist Church and its leadership team.</p>
<p>The successful candidate must have the ability to work efficiently and effectively in team situations, as well as the ability to work independently.</p>
<p>The successful candidate must possess good time management skills and ability to hit deadlines; the ability to coordinate several activities simultaneously and to quickly analyze and resolve specific problems.</p>
<p>The successful candidate should be knowledgeable in the latest software/apps/technology/trends in order to manage the church website and to use his/her skills to keep it up to date, fresh, and engaging. Portfolio of sample work should be available for evaluation.</p>
<p>The successful candidate should have a good eye for graphic design, capturing both still shots and motion videos, and be proficient in using video and photo editing software (i.e. Adobe Premiere Pro, Final Cut Pro, Photoshop, etc.). He/she should possess knowledge and skills to competently take a media project from start to finish: vision/capture/create a mood/voice/feel, edit, and upload videos and/or graphics onto the church's online presence (website, social media platforms, etc). Portfolio of sample work should be available for evaluation.</p>
<p>The successful candidate should find creative ways of using an online presence to reach the VFMC church body, being able to voice and convey our values and beliefs onto our various media platforms.</p>

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The successful candidate should use innovative online methods to reach out to non-Christians and Christians who are currently not involved in a church family.

Reasonable accommodations can be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

#### Critical Job Components

##### **ACCOUNTABILITY and EXPECTATIONS**

- Report to Pastoral staff
- Attend weekly worship services for continued personal growth and to model to children and their families
- Participate in one or more church small groups for continued personal growth
- Attend bi- weekly meeting with staff for prayer and planning
- Attend monthly feedback and planning session with staff
- Review and discuss annual job performance evaluation with Pastoral staff

##### **TASKS AND RESPONSIBILITIES**

##### **ADMINISTRATIVE RESPONSIBILITIES (35% of time commitment)**

- Schedule weekly Pastoral videos: recording, editing, and posting.
- Utilize all forms of media to communicate activities and programming, utilizing various methods – email, website, social media, print medium.
- Generate graphic media for print to promote church events and programs.
- Manage website information and keep it updated weekly
- Create and maintain strong visual presence of the church.

##### **PROGRAM DEVELOPMENT: (50% of time commitment)**

- Find creative ways of using digital media to communicate, promote or enhance sermons
- Communicate and motivate church members to take an active role in participating in ministries
- Develop a video series throughout the year that involves the Pastoral staff that communicates care for the congregation

##### **STAFF LEADERSHIP SUPERVISION, TRAINING, AND SUPPORT (15% of time commitment)**

- Develop lay leaders to coordinate, manage and assist with online responsibilities

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*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform in any other job-related duties required by their supervisor.*

*The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

#### Planned and Extemporaneous Work

Planned work load	75%
Unplanned	25%

#### Overtime Management

Job hours and special programs can exceed the normal expectation of monthly/quarterly work hours.	Christmas and Easter holidays and preparation time prior to holiday programs. Weddings, funerals and other church events.
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#### Oversight of Direct Reports' Job-related Travel

Short drives	Must be insured to drive an automobile. All subordinate travel on church business and related church events must be pre-approved by the senior pastor in advance of actual travel.
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