



Multimedia Coordinator

JOB SUMMARY

The Multimedia Coordinator (MC) will assist in the organization and administration of the office of Good News church with the focus on congregation communication and technology. MC will be responsible for the overall operations of sound, video and media for Sunday morning services for the church. Working closely with the Administrative Coordinator, the MC will serve and support pastors, elders, ministry leaders and other volunteers as they perform their ministries. The focus areas include church social media, websites and Sunday Morning service technology and general church communications.

JOB RELATIONSHIPS

Reports to.....Administrative Coordinator.
Works closely also withPastor and elders, Ministry team leads.
Direct Chargesnone.
Other key relationships.....worship and media teams, ministry teams.

QUALIFICATIONS

Spiritual: Professes and demonstrates a personal relationship with Jesus Christ and biblical lifestyle. Is in agreement with and subscribes annually to the Good News Statement of Faith, Code of Conduct and Church Covenant. This person will have a heart for the advancement of God's Kingdom and share a passion for the mission of Good News Church.

Skills Required:

- General computer capabilities and proficiency in Word, PowerPoint, Facebook and website software and all presentation software and applications needed for Sunday Morning services.
- Capable in proper office telephone and social media etiquette
- Ability to keyboard with accuracy
- Initiative to plan work schedule and complete work in an organized manner
- Ability to relate well to people, work with others as a team and take directions.

Desired skills:

- Experience with Excel for creating tables and spreadsheets.
- Experience using various office machines and equipment: copiers, printers, folding machines and duplicators

Previous Experience: Prefer 1-2 years of previous experience in a similar position with good references.

Education: High school diploma and preference of at least an associate degree and/or strong giftedness in computer social media, tech and sound and video production.

ESSENTIAL JOB FUNCTIONS

- Check for church Facebook and other social media messages each working day.
- Enter and format worship service information in present program on the Media PC.
- Post service videos to our website and Facebook account; edit with proper software as necessary before posting.
- Burn CD's of Sermons if they are requested by congregation members who lack internet access.
- Maintain and create items for the church website and Facebook page. Post documents on the social media platforms that are needed for communication and registration for church events.
- Create graphics/slides to be displayed on the TV in the foyer (family of the week, servant of the week, activity announcements).
- Type up sermon notes and bulletin materials as needed and post on website.
- Keep the database up to date for ministry communication.
- Produce Sunday morning communications including bulletin and order of worship.
- Work with the worship pastor/ team to coordinate the media and sound and live-stream volunteers and set schedules.
- Prepare Tech and Sound for Sunday morning service including microphones, instruments and video.
- Support Video and Tech needs for the weekly Ladies Bible Study

OTHER JOB FUNCTIONS

- Send out communications and prayer requests via email to congregation if directed.
- Schedule elder prayer as needed
- Type up sermon notes and bulletin materials as needed

RESPONSIBILITIES: On-line and Streaming tech

- Build weekly YouTube live link for Sunday morning.
- Put weekly live stream on the church Website.
- Build services in Church Online.

Special Notation:

The preceding statements are intended to describe the general nature and level of work being performed by people in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

STANDARD OF PERFORMANCE

The Multimedia Coordinator will act as a team member with pastor(s) and elders and other staff in the church office and church ministries. All confidences need to be kept within the confines of the staff and church leadership and shared only when appropriate and necessary. Hospitality will be extended to every person entering the office to create an atmosphere of love, concern, and support. Yearly performance reviews will be performed by this person's supervisor.

COMMENTS

The Multimedia Coordinator will work 8-12 hours per week as needed including a Sunday morning presence. Compensation and benefits will be offered in agreement with the elders and by written signed contract of agreement.

Applicant will pass a background check.

Good News Church affirms that the Bible is the infallible Word of God with supreme authority in matters of faith and conduct and further affirms that a Christian should live for the glory of God.

4/17/23 Approved by Elders_5-1-23