

ST. JOHN'S PRESBYTERIAN CHURCH

COMMUNICATIONS & AUDIO/VIDEO COORDINATOR

PURPOSE

To promote the ministry of St. John's by providing social content and communications, video editing, and A/V support.

RESPONSIBILITIES

Communications Support

- Create digital and print content in collaboration with the Pastoral Staff, including social media posts, web pages, videos, flyers, signage, etc.
- Create and manage a regular publishing schedule to promote social on Facebook, Instagram and YouTube and other channels.
- Benchmark effectiveness with quantitative, analytical tools.
- Manage and integrate thematic content for web and social with other media platforms such as videos, flyers, etc.
- Prepare and send email newsletters to our mailing list.
- Capture photos and videos during events

Audio/Video Support

- Oversee, coordinate, and implement the church's use of audio & video technology
- Set-up, operate, and teardown A/V equipment for weekly Sunday worship services and as needed.
- Manage YouTube livestream on special Sundays and events
- Create Keynote presentations & videos in collaboration with the Pastoral Staff
- Edit and upload weekly online worship videos.
- Manage A/V equipment maintenance, inventory, and infrastructure needs as provided for in the budget

QUALIFICATION

- Tech savvy with experience in video-editing apps (e.g. iMovie or Adobe Premiere), presentation apps (e.g. Keynote or ProPresenter), and Adobe Creative Suite
- A design or Jr. designer background would be helpful.
- Collaborative, creative, and willing to experiment with new ideas
- Organized, self-directed, responsible, and attentive to detail
- Proven SOCIAL MEDIA EXPERIENCE
- Excellent verbal and written communication, proofing and editing skills, and strong command of the English language
- Non-St. John's member

ACCOUNTABILITY

This person is accountable to the Session (Board of Elders) of the church through the Personnel Team. The pastor is the immediate supervisor and provides an annual evaluation.

TIME COMMITMENT

Work will be done on-site at St. John's on Sunday for 10 am worship service as well as occasional events. Other days and times are flexible and can be off-site. Work hours will average 20 hours per week with some weeks being slightly more or less.

JOB DETAILS

- Compensation: \$25/hour
- No health benefits are associated with this position

Signature & Date