



**Job Title:** Media Coordinator & Assistant for Lead Pastor  
**Job Type:** Full-time Non-Exempt (hourly)  
**Reports To:** Lead Pastor  
**Work Week:** Monday through Thursday

**Summary:** Media Coordinator & Assistant for Lead Pastor will advance the mission of God locally and around the world by providing administrative support for Lead Pastor and managing church-wide media efforts. This includes overseeing church social media, video production, and website management to increase church exposure. Furthermore, he or she will perform general clerical and receptionist duties for the church and ministerial team as needed, including serving as the first point of contact during office hours for those visiting or calling the office. In addition, the Media Coordinator & Assistant for Lead Pastor will also execute a media strategy to promote the church's teachings and ministries through video creation, the church's website, social media, digital signage, and other channels of distribution.

**Qualifications:**

- **Education & Experience**
  - High school diploma or equivalent; Associate's or Bachelor's degree in a related field is a plus
  - Minimum of 2 years of experience in an administrative or media role, preferably in a church or nonprofit setting
- **Qualities, Knowledge, Skills, and Abilities**
  - A strong personal commitment to Jesus Christ and a passion for serving His church
  - Proficiency in computer technology and software, including Apple iWork (Pages, Numbers, Keynote), Microsoft Office (Word, Excel, PowerPoint), and Google Workspace (Docs, Sheets, Slides)
  - Familiarity with video production, including filming, editing, and uploading content (preferred tools: iMovie, Final Cut, Canva)
  - Ability to create content and manage social media platforms and website content
  - Excellent verbal and written communication skills
  - Strong organizational skills with the ability to multitask and prioritize effectively
  - Ability to work both independently and collaboratively with the church staff and volunteers
  - A willingness to grow and adapt to the changing needs of the church and its ministries
  - Ability to maintain confidentiality and discretion when handling sensitive information
  - A positive attitude

**Primary Responsibilities:**

- **Church Media**
  - Oversee and regularly update the church's website, ensuring a user-friendly and current online presence
  - Produce and edit video content, including filming weekly church messages, and Sunday School lessons, using preferred tools (iMovie, Final Cut, Canva)
  - Upload weekly media (sermons, announcements, etc.) to the church website and social media platforms
  - Assist the pastors as needed in producing media content and ensure quality across all platforms
  - Maintain the livestream hosting service and schedule weekly livestreams to the church's website, and YouTube
  - Create and post regular content to the church's social media platforms
  - Oversee quality control and moderation of comments on all church and social media platforms
  - Provide graphic design for other materials needed, such as bulletin inserts
  - Update regularly the digital church sign at the road
  - Collaborate with pastoral staff to build and grow social media program
- **Receptionist**
  - Serve as the first point of contact for church members and visitors, providing a warm, welcoming, and professional demeanor
  - Answer, screen, and direct incoming phone calls and emails, taking messages as necessary
  - Maintain a clean and inviting church office environment

- **Administrative**

- Provide administrative support to the Lead Pastor and then to other staff members as needed and able
- Manage correspondence, including composing, editing, and distributing letters, emails, and other documents, particularly to new members and guests
- Coordinate and schedule appointments and events for Lead Pastor
- Take and distribute staff meeting notes
- Create and distribute church bulletins and other communication materials
- Create and maintain the church prayer list for Wednesday nights

**Additional Responsibilities:**

- Attend regular staff meetings
- Perform other duties as assigned by the Lead Pastor