

Churchome
Job Description

Video Editor

I. PURPOSE

The Video Editor is responsible for editing, and occasionally filming, a variety of content to support the Marketing & Communications department at Churchome. This position lies within the Social Media team, working closely with a group of creative producers and organization directors to create branded video content to tell the story of Jesus in all various digital formats.

II. TARGETS

- Create compelling videos that consistently tell the story of Jesus and the Churchome community.
- Content is relevant, inspirational, rich in culture, diverse and inclusive, accurately communicating the heart of Churchome.
- Quickly assemble feedback, edits, and notes for a timely turnaround of video content to support the consistent and steady flow of content coming from Churchome on all of its digital platforms.
- Collaborates and shares ideas for video content that support the Churchome storytelling brand.

III. RESPONSIBILITIES

Video Editing

- Create, film and edit various forms of video content for various Churchome platforms, including Churchome app, TV, web and social media platforms.
- Provide any and all creative video content to support the Social Media Manager's deliverables, campaigns, and posting schedules.
- Proactively experiment with different versions of an edit, exploring multiple directions to present to leadership - Social Media Manager and MarComms Director.

Collaboration and Planning

- Remains aware of the overall content calendar and contributes to the planning process.
- Able to self-manage in order to prioritize video content deadlines.
- Participate in brainstorming meetings and discussions to develop concepts as requested by the Social Media Manager & MarComms Director.
- Facilitate the delivery of completed assets to team members as requested.

IV. FOLLOW UP

- 30-Day Check-In with HR
- 90-Day Review with the Director of Marketing & Communications
- Weekly/Bi-Weekly/Monthly Meetings w/Social Media & Marketing teams
- Any additional team or initiative meetings as needed

V. FOLLOW THROUGH

- If targets are being met on a consistent basis, aim to train up leaders who will step in and help create more margin for the Marketing Department to continue to grow.

- If targets are not being met on a consistent basis, a meeting with the Director of Marketing & Communications to evaluate and adjust targets or work to provide additional resources or support to help meet targets will be arranged.

VI. EMPLOYMENT STANDARDS

Education/Experience:

- Minimum of 3 years of experience building video content in a fast-paced environment.
- Specialized experience with color correction, audio mixing and utilizing video editing software.
- Experience working with Adobe Premiere, After Effects, Davince Resolve, and Apple Logic.
- Working knowledge of Frame IO, Vimeo, Slack and G-Business Suite.

Knowledge/Skills:

- Understanding the Churchome video voice and target audiences for video content.
- Understand the unique design constraints and subcultures of the various social media outlets utilized by the church, including the web, Facebook, Twitter, Instagram, LinkedIn, YouTube, the Churchome App, and various podcast platforms like Apple, Spotify, etc.
- Strong oral and written communication skills both during the design process and for the creative itself.
- Capable of receiving and responding to input from various voices on a given project, including department heads (who are often inexperienced in design), and translating their goals into a successful design.
- Strong interpersonal and team-building skills, good communication skills, and a positive attitude. Ability to see the big picture without losing sight of the small details.
- Well-organized and adaptable to changing priorities.
- Ability to work well under short and often competing deadlines.
- Work flexibly in a team situation with minimal supervision.
- Understand and implement file management practices across large networks.

Work Status: Non-Exempt, FT
 Supervisor: Director of Marketing & Communications
 Staff Supervision: None

Employees of Churchome must comply with the policies, procedures, requirements, and responsibilities set forth in the staff handbook and the church's other manuals and directives, as revised by the church from time to time. These include, for example, attendance at the weekly staff meeting, lifestyle expectations and church attendance expectations. This job description is subject to revision by Churchome at any time and for any reason. Nothing in this job description shall be construed as an implied agreement or promise of specific treatment of an employee, and it does not change the at-will employment relationship between the employee and Churchome.