



JOB DESCRIPTION

An Equal Opportunity Employer

JOB TITLE Digital Engagement Associate	LEVEL 7	FLSA Exempt
REPORTS TO Minister of Media & Communications	DATE WRITTEN 2/25/2022	REASON New position

GENERAL SUMMARY (What is done and why)

Perform administrative and media production duties that pertain to the Media Ministry of the church.

PRINCIPAL DUTIES & RESPONSIBILITIES (Majority of duties performed, but not meant to be all inclusive nor prevent other duties from being assigned as necessary.)

- Oversee, manage, maintain, and expand FBC's social media presence.
- Develop social media-based campaigns, design graphics and short videos for public consumption.
- Primary focus should be promotion of the church and the gospel.
- Support the media ministry team by completing ministry focused tasks as required.
- Host the Online Campus services and develop processes for chat communication, prayer, digital discipleship, and salvations.
- Cultivate and communicate stories of life change.
- A gifted storyteller who can see a story and understand how to communicate it well through several online channels.
- Assist in Guest Services by implementing and creating a welcoming and compelling experience for every guest at FBC.
- Serve as a graphic designer as needed.
- Assist and backup associate media director.
- Work with the Media Ministry to schedule the necessary assistance to cover all events requiring projections, lighting, or sound equipment both on and off campus
- Accept any other responsibilities assigned by the Minister of Media.

KNOWLEDGE, SKILLS & ABILITIES (Minimum education, experience, technical and communication skill levels and licenses/certifications normally required to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Required
 - High School Education
 - Self-motivated and strong work ethic
 - Basic computer skills using Mac and Microsoft Office Suite 7-10
- Preferred:
 - Degree in Graphic Design
 - Database input
 - Knowledge of Adobe Creative Suite/Pro Presenter/Planning Center Software
 - Competent and versatility of skills and knowledge in video, lighting and audio technology

Training for specific ministry computer programs will be available at hire.

WORKING RELATIONSHIPS (Minimum education, experience, technical and communication skill levels and licenses/certifications normally required to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Work Directly under the Minister of Media and Communications.
2. Responsible to the Business Administrator.
3. Responsible to the Pastor as head of the Staff.
4. Responsible to the Personnel Committee as covered in the Employee Manual.

WORKING CONDITIONS (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Internal: Work is normally performed in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office and music equipment. No known environmental hazards are encountered in normal performance of job duties.

External: Almost no outside travel is required.

PHYSICAL DEMANDS (The physical effort generally associated with this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. Work may include occasional pushing, pulling, or carrying objects weighing up to 20 pounds such as files, documents, and computer printouts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboard at a moderate skill level.