

Position: Media Coordinator

Reports to: Media Director

Classification: Non-Exempt, Full Time - Hourly

Supervises: Media Serve Staff & Contractors

Purpose

Provide day-to-day management of various aspects of the Media Ministry by proactively coordinating, planning, and managing projects, people, and systems.

Education

- High school diploma required; some college preferred
- Bachelor's degree preferred

Experience

- 3+ years administrative or clerical support experience for a large team or department preferably in the design, video, or advertising industry
- Very strong attention to detail specifically with budget reconciling, scheduling, & communication
- Strong interpersonal skills to work with many departments in celebrating success or overcoming obstacles
- Ability to manage multiple priorities, projects, & deadlines
- Must possess strong computer skills and be proficient in Microsoft Outlook, Word, and Excel / Experience with Planning Center Online & Basecamp

Key Responsibilities

- Serve as the first point of contact for the Media Ministry as well as office support for the Media Director
- Work directly with Media Director as overall team project manager to ensure all deadlines are met with minimal redundancy
- Research, Develop, & Maintain Potential Story Database. Process includes developing relationships, communicating schedules, and talent prep.
- Create, develop, and implement processes and systems that support and organize the Media Ministry team for efficient production (i.e. Basecamp, Call Sheets, etc.)
- Proactively coordinate and produce projects for the Media Ministry by scheduling, communicating, monitoring progress, and problem-solving.
- Monthly review and reconciliation of the department budget, outlining key areas of concern with Media Director – Submit & process all invoices
- Manage and plan meetings and events to include personal calendar, meetings, travel, team meetings/agendas, and special events for the Media Director.
- Edit & produce weekly media content (i.e. Video Sermon, Social media clips, etc.)

Success Factors

- Model The Church of Eleven22's vision and core values
- Strong communication (verbal and written) skills
- Solid interpersonal skills, able to handle multiple priorities and team player

- Manage confidential and sensitive information with discretion
- Possess strong organizational, planning, and problem solving skills
- The ability to Disciple others in their walk with Jesus Christ