

JOB DESCRIPTION

POSITION: Digital Media Coordinator

REPORTS TO: Director of Communications

STATUS: Full-Time // Sunday - Thursday

POSITION SUMMARY:

The Digital Media Coordinator will help fulfill our mission of Making God's Love Real by designing and delivering accurate and timely visual media internally to the congregation and externally to the community. This position is heavily focused on content creation of graphics, videos and print, and also requires the ability to write copy. The main focus of this position is to share the message of Jesus in a warm-hearted and open-minded way.

This person will work as a member of the communications staff, and will also interface regularly with the worship staff, volunteers and other staff members.

RESPONSIBILITIES:

- Oversee the production of effective graphics, videos and print designs while working proactively in a collaborative, fast-paced environment.
- Communicate Hyde Park's mission and vision through visual storytelling via web, video, social media and print design.
- Maintain the brand of Hyde Park United Methodist by creating content that reinforces the visual identity in the provided Communications Manual.
- Invite and equip volunteers to produce creative content for use across ministry areas: Photography team, Graphics and Design team, Video team (not currently established).
- Real-time creation and posting of social media images and video during Sunday worship services, and other church events.
- Coordinate work with outside designers and other vendors as needed.
- Maintain digital media archive for church including, but not limited to: photos, worship services, artistic elements purchased or created, event video footage.
- Overall responsibility for use and maintenance of media production equipment.
- Work collaboratively with the communications, worship and pastoral staff to ensure design, print and digital content consistently communicates to target audiences and aligns with the mission, vision and beliefs of Hyde Park United Methodist.
- Participation in weekly staff meetings.

REQUIREMENTS:

- College degree in design or related field preferred.
- One – three years of proven graphic design experience.
- Adept in Adobe Photoshop and Illustrator, Microsoft Office, WordPress, Social Media platforms, Video editing software (Adobe Premiere Pro, Final Cut Pro or similar).
- Experience in a church or non-profit organization a plus.

ADDITIONAL QUALIFICATIONS DESIRED:

- Excellent eye for design, supported by a portfolio that can demonstrate these abilities.
- Strong writing, communication and organizational skills.
- High attention to detail.
- Ability to perform high-quality, detailed work with minimum supervision under deadlines.
- Experience in operating and troubleshooting various types of visual media equipment: cameras, computers, photo and video shoot equipment.
- Experience in web-related media a plus.

WORK ENVIRONMENT:

- The regular work week is typically Monday through Thursday, in addition to special events and evenings.
- Ability to sit or stand for long periods of time.
- Ability to lift lighting and video equipment.
- Our church has two locations. This position's office space is on the Hyde Park campus. Some working time each week will also be spent at The Portico campus in downtown.

PERSONAL CHARACTERISTICS

- Evidence of Christian character evidenced by a life of personal faith, prayer and participation in the life of the church.
- A clear passion to share the love of God in a Christ-centered, Biblically-rooted, open-minded and warm-hearted way.
- An excitement and commitment to the mission and vision of Hyde Park.
- Customer-service oriented and compassionate towards all people.
- A visionary person with the freedom to explore the most effective means by which our mission can be fulfilled.
- A team-player who works well with other members of the church staff and who has proven effectiveness in equipping volunteers.
- Committed to the spiritual heritage, doctrine and Social Principles of the United Methodist Church.
- A sense of humor and ability not to take him/herself too seriously.
- High energy level for the demands of a growing ministry.