

Christ's American Baptist Church

Job Description- Media Director

Supervisor: Senior Pastor

Status: Part-time, non-exempt (10-14 hours per week, final hours to be reviewed at 9 month evaluation) This position will include both on and off-site hours to be set upon hiring.

Position Description: The Media Director will lead and/or coordinate all multimedia and technical duties pertaining to CABC, including all worship services, ministries, and special events.

Job Qualifications and Skills:

- Education and training, including advanced coursework in media and web design.
- Experience with some or all of the following: Microsoft Office, WordPress, Adobe InDesign, Photoshop, Audition, Premiere Pro, ProPresenter.
- Proficient with a variety of computer and mobile platforms and operating systems, including Windows products.
- Experience in social media management, including, but not limited to Facebook, Instagram, etc.
- Possess excellent communication and interpersonal skills.
- Possess strong organizational and task management skills, self-motivation, and the ability to work independently.
- Committed worshipping member of CABC.

Job Responsibilities and Duties:

- Website
 - Maintain a current, relevant, user-friendly, and attractive CABC website.
 - Upload edited sermons within 48 hours of service.
 - Work with ministry areas to complete regular updates to the website.
 - Monitor the traffic on the website to ensure effectiveness, as needed.
- Social Media
 - Maintain an active presence on various social media platforms to include Facebook and Instagram.
 - Post at least 2-3 times per day (bible verse, sermon quote, event information, etc).
 - Monitor traffic and posts on each platform for quality control and effectiveness.
- Publications

- Create all brochures, flyers, posters, and mailers related to CABC events and ministries.
- Create and collaborate with the Office Administrator in the preparation of the Annual Report.
- Create and lead in the creation of a weekly worship bulletin and monthly events.
- IT
 - Create and manage slides and media to be used in services, to include generating and curating media content.
 - Perform technical duties related to recording and streaming of services and special events (baptisms, dedications, etc).
 - Work in conjunction with Worship Director to train, schedule, and monitor IT/ Sound Volunteers.
 - Create digital sign-ups for events through Church Center.
 - Learn and adapt new programs and tech services and platforms for the benefit of CABC.
- Other Duties
 - Perform other duties as deemed necessary and appropriate by Supervisor.