



MEDIA COORDINATOR

Position Description

Jurisdiction: Diocese of Christ Our Hope (ACNA)

Supervisor: Director of Operations, Charity Brubaker

Hours: up to 15 hours per week

Compensation: based on experience and efficiency

For qualified applicants, this position could be combined with Facilities and Events Coordinator position for a maximum of 29 hours per week.

General Description

The Media Coordinator manages all media communication: website, social media, slides, and other media formats. He or she oversees all media communication with an eye for excellence that communicates the vision and values of the Church of the Incarnation..

Qualifications

The ideal applicant

- Loves God, has a robust devotional life, takes prayer seriously, and has a heart for worship
- Loves unreached, disconnected, and marginalized people, having a heart for evangelism and mission
- Holds doctrine that is consistent with the Articles of Religion and the Jerusalem Declaration
- Confident self-starter with a strong work ethic
- Works well under deadlines and likes to learn new skills
- Strong organizational, administrative, and problem-solving skills
- Hospitable, flexible, and loyal
- Regular participant at the Church of the Incarnation (preferred, but not required)
- Strong interpersonal skills, including a positive, cheerful attitude
- Creative eye for beauty and aesthetics, with attention to detail
- Experience in website and social media communications, photography, and graphic design software such as InDesign

General Responsibilities

- Ensure that all media is done with excellence and consistency in design
- Manage the church website (ensuring content is current and building out new pages as requested)
- Manage all church social media platforms and maintain them regularly
- Create, implement, and maintain style guide to ensure all communications have consistency
- Develop in house branded materials (letterhead, documents, etc.)
- Manage digital archive of photographs and documents
- Manage Incarnation's database by consistently updating to reflect accurate information
- Lead outside publicity for events
- Meet regularly (once a week) with Director of Operations for communication priorities and feedback

Detailed Responsibilities

Manage digital archive and church database

- Organize web documents
- Update phone numbers, emails, information

Slides for Sundays, announcements, and events

- Sunday slides
- Announcements
- Events

Newsletters: write and design newsletters

- Bulleted content provided by Director of Operations

Social Media - Facebook/Instagram

- 1-2 posts a week
- Current/Upcoming events
- Interactivity: polls, questions, videos, etc.

Website: Ensure content is current and build out new pages as needed

- Photos
- Navigation
- Consistency of design
- Information updated

Photography

- Worship space
- Atrium during coffee and bagel hour
- Architectural photos of building inside and out, during different seasons
- Children's Ministry: receive permission from parents for minor's photos
- Events: Annual Celebration, Advent, Holy Week, picnics, work day

Worship Guide using InDesign

- Plan, design, proofread, print Worship Guide
- Upload worship guide to website and Planning Center

Other Media

- Design, update and print weekly/occasional documents: Welcome Lunch, Essentials, classes, inserts, welcome, lobby materials, welcome cards, flyers, posters, signage
- Prepare baptism certificates
- Design forms as needed
- Design layouts for Advent Guide, Lent Guide, and Annual Celebration Booklet
- Upload sermon and/or podcasts

Write weekly announcements

- Bulleted content provided by Director of Operations