



## FIRST PRESBYTERIAN CHURCH OF EDMOND

*being disciples...making disciples!*

### **JOB TITLE**

Digital Media Coordinator (Part Time)

### **PURPOSE**

To facilitate a cohesive and clear exchange of information between all of the ministries and groups within the church and to advance our congregation's outreach into the community with the Gospel message, through the use of various electronic media.

### **POSITION RESPONSIBILITIES**

The Digital Media Coordinator is responsible for the development of multimedia projects from concept to post-production, all the way through public release. As the voice of the Church, the Digital Media Coordinator will partner with the Print Media Coordinator to enable cohesive, dynamic designs and messages that accurately represent the mission and vision of First Presbyterian Church of Edmond to congregation and the greater community.

The position reports to the Executive Director of Ministry Support and is accountable to the Session.

### **MAJOR AREAS OF RESPONSIBILITIES DEFINED**

#### **1) SOCIAL MEDIA MANAGEMENT**

- Serve as the administrator for church social media accounts (Facebook, Twitter, Instagram, & Vimeo)
  - Post and reply on social media professionally as the voice of the church
- Build a social media plan, create content and schedule posts using social media management software
- Create, implement and track digital media campaigns for multiple ministries
- Utilize and track effectiveness of Facebook advertising

#### **2) ELECTRONIC COMMUNICATIONS/DATABASE MANAGEMENT**

- Upload weekly sermon audio to Sermon.net site for embedding on church website
- Create and distribute weekly e-newsletter and maintain electronic mailing list
- Create media for and maintain digital signage throughout building using Signage Studio
- Populate and maintain data within the church database, FellowshipOne, for internal ministries
  - Work closely with the Volunteer Coordinator
  - Input captured data related to talents and interests of congregation/visitors or seasonal offerings

#### **3) PHOTOGRAPHY/VIDEOGRAPHY**

- Manage and train volunteer video camera operators who will serve in weekly worship
- Operate one of the worship video cameras as needed
- Capture special events and holiday services as needed through photography and video
- Create complete digital campaigns
  - Plan, script, schedule, and shoot video projects
  - Interviews of Pastors, staff, church members/ volunteers
  - Unique electronic teaching materials
  - Oversee the use of webinars and electronic Q&A sessions
- Work closely with the Director of Music & Worship Arts and Pastors to create digital images/videos



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for weekly worship services to accompany sermon series

#### **4) VIDEO POST-PRODUCTION AND PHOTO EDITING**

- Oversee and perform editing of Sunday worship videos, including a condensed sermon summary, for weekly distribution via social media and website
- Photography editing using Adobe Creative Suite

#### **CHARACTERISTICS & QUALIFICATIONS**

- Possess a deep love for Jesus Christ and His people as well as a desire to make and grow disciples.
- Maintain a personal online presence which aligns with the Church's values and vision
- Possess a degree in, or current enrollment in, a technology field relevant to digital media
- Express a willingness and desire to become deeply enmeshed in the life, ministry, fellowship, and mission of FPCE
- Proficient on Mac or PC operating system
- Strong creative writing and verbal communication skills
- Experienced in Adobe Premiere, Final Cut Pro or similar non linear video editing software
- Advanced skills in Adobe Creative Suite
- Approximately 20-25 hours per week (including Sundays) with the possibility of future growth
- Flexibility to work nights/weekend/holiday hours as needed
- Digital portfolio

#### **APPLICANT CONTACT**

Please send your resume, cover letter and a link to your digital portfolio by April 14, 2017 to [jobs@fpcedmond.org](mailto:jobs@fpcedmond.org)