



**POSITION:** Digital Media Specialist

**REPORTS TO:** TBD

**PURPOSE STATEMENT:** To help people live Jesus-centered lives by creating engaging video and photo content for various digital platforms to help people Meet, Follow, and Share Jesus.

**EMPLOYMENT STATUS & HOURLY REQUIREMENTS:** Full-time, 40+ hours (including some weekend responsibilities)

### **POSITION RESPONSIBILITIES**

The Digital Media Specialist has **three** main areas of responsibility:

#### VIDEOGRAPHY

- Capture, edit, and produce video content for social media (including reels), ministries, internal trainings, etc.
- Capture video elements for the online service and collaborate with Weekend Services to publish to all platforms. Regularly capture video footage at different campuses and during different events.
- Partner with Weekend Services in video projects when needed.
- Capture, edit, and post podcasts.
- Recruit, train, and lead a team of volunteer videographers who help capture events and services.

#### PHOTOGRAPHY

- Recruit, train, and lead Photography Volunteer Team.
- Capture photos during events, weekend services (across campuses), etc.
- Manage photo archives, sharing, and circulation of photos to ministries, teams, etc.

#### GRAPHIC DESIGN

- Work collaboratively with Brand Specialist and website/social media team to create graphics for online use.
- Provide fresh, creative, and on-brand imagery for social media and website.
- Assist lead Graphic Designer/Brand Specialist with various graphic projects.
- Provide graphics to ministries as assigned.
- Train ministry staff in the use of Canva, as well as review and approve created Canva designs before they're used on various platforms.

### **REQUIREMENTS AND QUALIFICATIONS**

- Detail oriented.
- Self-motivated, highly driven, craves feedback, and is able to work both collaboratively and independently.
- Able to build and manage volunteer teams.
- Working knowledge and utilize InDesign, Photoshop, Timeline, and video editing softwares like Premiere or Final Cut Pro.
- At least 2 years of experience including videography, lighting, photography, and editing.
- Experience in leading volunteers.
- Passion for a local church focused on reaching a local community.
- Honors and models the Staff Code values of Hungry, Healthy, and Humble and teaches/coaches others to do the same.
- Loves Jesus, submits to the truth of the Bible, lives with integrity, and strives to live a Jesus-centered life.
- Commitment to the Statement of Faith of Grace Fellowship through Partnership.

*\*Resume should include samples of each area - videography, photography, graphic design.*