

WADE BAPTIST CHURCH
Job Description

TITLE: MEDIA TECH (part-time; up to 20 hrs./wk.)

Reports to: Office Administrator

Description: The Media Tech is responsible for coordinating and performing media-related tasks for the church and staff. The Media Tech keeps our media presence updated, accurate, and positive.

Qualifications:

Hold high school diploma or equivalent

Proficient in Microsoft Word, Excel, Publisher & PowerPoint

Proficient knowledge of desktop publishing and video editing software

Graphic design, Photoshop, website design skills preferred

Familiar with or able to easily learn our database software (ACS)

Basic musical knowledge preferred

Focused

Ability to multi-task

Flexibility to adapt to changing circumstances and schedule as the needs of the ministry change

Excellent oral & written communication skills

Pass pre-employment background check

Duties & Responsibilities:

1. Assist the Worship Pastor with clerical and scheduling tasks
2. Prepare music/lyric screens for services as needed
3. Create, publish and distribute weekly on-screen announcements, videos, etc.
4. Create sermon screens for pastors as needed
5. Process video requests for staff and ministries as needed
6. Continually assess the media and social presence of the church and make adjustments/improvements
7. Run Facebook live services
8. Edit/upload sermons to website and social media accounts
9. Manage & publish posts to social media accounts (ex. Facebook and Instagram)
10. Take pictures/videos of events when needed or requested; save and organize pictures on server; use for promotions where needed
11. Process and submit media/speaker release forms for any and all guest speakers, performers, praise team/orchestra/choir members
12. Manage print and promotional ads
13. Maintain/update church website
14. Participate in staff meetings when required
15. Collaborate with other staff in the planning and coordinating of church-wide events
16. Maintain confidentiality of all church business and information
17. Follow all policies and procedures established by Wade Baptist Church
18. Keep a positive, helpful attitude
19. Dress in a casual yet professional manner
20. Perform other duties as assigned by Office Administrator