



JOB OPENING: MEDIA & COMMUNICATIONS COORDINATOR

We are now accepting applications for the full-time position of Media & Communications Coordinator. We are looking for someone who has a heart for ministry and who possesses the gifts and skills required to serve in the areas of media, videography, and mass communication.

Job requirements and qualifications:

- Proficient with cameras and basic videography equipment
- Proficient with computers, with particular emphasis on graphic/video editing software
- Comfortable with modern communication methods (i.e., texting, emailing, social media, etc.)
- High level of creativity and innovation
- Self-motivated and able to multi-task
- High level of excellence in communication skills and attention-to-detail
- A cooperative spirit and a willingness to work with other staff on projects and various ministry tasks
- Experience in the field of media & communications is highly preferred
- **A detailed job description is attached.**

This position provides normal benefits that are required by law (i.e., workman's compensation, Social Security, etc.).

Other benefits: paid vacation days, sick leave, paid holidays, potential retirement benefits

How to apply: Apply online at www.firstmoultrie.org/jobs, or fill out the application information and attach a resume. Send the completed application and resume to jessica@firstmoultrie.org or mail to 400 S Main St., Moultrie, GA 31768.

Questions? If you have any questions or concerns regarding the application, please call Jessica at 229-985-2103.

JOB DESCRIPTION: MEDIA & COMMUNICATIONS COORDINATOR

Principle Function: The Media & Communications Coordinator is responsible for the media & communications ministry of the church and assisting the Music Director as needed.

Reports to: Church Administrator

Responsibilities

1. Record and edit videos for a variety of church ministries (i.e., worship services, announcements/updates, marketing, devotional content, etc.)
2. Upload and distribute appropriate media files to proper sources (i.e., website, social media, TV, radio, etc.)
3. Oversee and maintain effective livestreaming of worship services and other appropriate events
4. Maintain and sort media files
5. Preload media and lyrics for worship services
6. Lead in promotion and marketing efforts in both print and digital arenas
7. Communicate with the church family regarding weekly announcements, prayer concerns, and updates
8. Maintain appealing and up-to-date church website and social media platforms
9. Assist church departments with technical and audio/visual needs including, but not limited to: video recordings, audio/visual presentations, etc.
10. Perform other duties as assigned.
11. Consult the office procedure manual for a detailed description of daily/weekly/monthly/annual assignments

Office Hours: 8:30 a.m.-4:30 p.m. Monday-Thursday; 8:30 a.m.-12:00 p.m. Friday*

**Sunday will be considered a half working day*

Vacation Days: 1 week of vacation after 10 months; 2 weeks of vacation after 2 years

Sick leave: 1 day per month of employment

Benefits: After one year, employer contributes an amount equal to 10% of salary to a 403(b) plan with Guidestone Financial Resources. No health/dental insurance is offered at this time, although employees are eligible to obtain group rate insurance on a pre-tax basis through Guidestone.

Paid holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and subsequent Friday, Christmas Eve, and Christmas Day

**APPLICATION FOR MEDIA & COMMUNICATIONS
COORDINATOR**

First Baptist Church Moultrie

Name: _____ Today's date: _____

Current address: _____

City: _____ State: _____ Zip: _____

Birthdate: ____/____/____ Primary Phone: (____) _____

Email address: _____

Do you regularly attend church? If so, where?

Please briefly share your story of how you became a Christian:

Describe your level of confidence in performing essential functions of the Media & Communications Coordinator position:

List education and relevant training/skills:

List current and previous employment for the past five years (we will not contact your current employer without your permission):

Why do you want to work at First Baptist Church Moultrie?