



GLEN ELLYN BIBLE CHURCH

Job Description

POSITION TITLE: Media Coordinator

REPORTS TO: Executive Pastor

CLASSIFICATION: Full-Time Exempt

DEPARTMENT: Senior Leadership - Support

JOB SUMMARY:

Under the direct supervision of the Executive Pastor the Media Coordinator is responsible for overseeing church-wide media creation at GEBC. This includes video production, podcast production, social media management, website management, marketing campaigns and teaching series art-work.

OBJECTIVES/PURPOSE:

- Produce high quality media (video, audio, and print) that communicates clearly and connects with people both looking for a church and for those already attending GEBC.
- Increase social media use and maintain its effectiveness.
- Manage the GEBC website, focused on the user experience as well as best practices in website use.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Video Production

- Produce 25-30 videos annually that help tell the GEBC story.
- Videos will be used for Sunday mornings as well as social media and website.
- Connect with leadership and programming staff to learn about stories to capture.

Podcast Production

- Manage the GEBC podcast feed (both sermons and the Next Level). Upload recordings in a timely manner.
- Record and produce the Next Level Podcast each Monday.
- Record and produce additional podcasts as needed.

Social Media Management

- Create graphics, quotes, photos, videos each week to be posted 3-4 times a week on Instagram, Facebook and Twitter.
- Explore and manage other social media sites for church use.
- Grow our followership while working to communicate the GEBC story.
- Oversee social media and web-based ad-campaigns.

Website Management

- Oversee all look-feel and content of the GEBC website.
- Update all church areas regularly.
- Work with departments to help them maintain their areas of the website with excellence.
- Think creatively about implementing new things to the website to connect with the unchurched.

Marketing Campaigns

- Create print flyers, mailers, and other items 3-5 times per year to be used in the community to inform them of GEBC events and services.
- Create banners 5-6 times per year for church events to be used both inside and outside the church.



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Sermon Series Artwork

- Help with sermon series artwork at GEBC, at times producing the artwork, at other times working with other designers. There are 8-10 series per year.
- Artwork is used on Sunday mornings as well as on the website and social media.

Other Media Coordination

- Oversee all other non-departmental design and artwork. This includes special projects, the art gallery, signage and any other items related to design and media at the church.
- When needed and under the direction of the Executive Pastor support programming departments with their media needs.

QUALIFICATIONS:

Education/Certification: Bachelors or comparable experience in media production and coordination. 2 years in full-time media production at a church or other similar entity strongly desired.

Required Knowledge/Training: Must have knowledge and training in graphic design, video production, website management, social media platforms, and podcast production. Fluency with WordPress strongly desired.

Experience Required: Mastery of Adobe CS. Mastery of Final Cut Pro (or similar platform). Video filming and editing experience is a must. Experience maintaining a website strongly desired. Experience in podcast recording and production strongly desired.

Skills/Abilities: Must be well organized, able to follow deadlines and a strong communicator. Must have artistic qualities combined with the administrative skills to produce complete work on time.

If you are interested in this position please email your résumé with a link to your portfolio, or multiple links to media you have produced, to John Vandervelde, Executive Pastor – jvandervelde@gebible.org