



## **Job Description: Part-Time Content Creator**

### **POSITION OVERVIEW**

Fox Valley Church is seeking a creative individual to join our communications team as a part-time Content Creator. This role will work in conjunction with the Graphic Designer and Communications Director and is designed to elevate our church's visual storytelling, community engagement, and digital presence.

### **KEY RESPONSIBILITIES**

#### **1. Visual Storytelling**

- Create compelling long-form video content that captures the church's stories of spiritual transformation
- Produce high-quality sermon series bumper videos and video recordings of church events, classes, and speaking engagements
- Develop engaging social media content that connects with current and potential congregation members

#### **2. Digital Communication**

- Manage and maintain Fox Valley Church's social media channels (Facebook, Instagram and YouTube)
- Ensure visual consistency across all digital platforms
- Create podcasts and video playbacks from sermons and Equip U classes

#### **3. Community Engagement**

- Collaborate with partner ministries to enhance communication and impact
- Develop content that reaches beyond the physical church walls
  - Network with local businesses and community leaders
  - Spend significant time outside the office capturing authentic church experiences

## REQUIRED QUALIFICATIONS

- Christian faith (preferably a member of Fox Valley Church)
- Proficient video production and editing skills
- Social media management and content creation
- Ability to manage and maintain Fox Valley's YouTube account
- Knowledge of Planning Center Online, or competency to learn app maintenance
- Ability to capture authentic church stories and moments with video
- Networking and community engagement skills

## POSITION DETAILS

- Hours: 15-20 hours per week, depending on skills
- Location: Hybrid (combination of on-site and remote work from home available)
- Reports to: Communication Director
- Compensation: Based on experience
- Benefits:
  - Disability insurance and life insurance are available at the employee's expense. Enrollment is during the open enrollment period from September 15 to November 1.
  - After 6 months of employment, part-time employees are eligible for vacation time of 1 paid week of the employee's average work hours and 2 paid personal days during year one.

## TO APPLY

Submit the following to Leslee Baron at [baron.l@foxvalleychurch.org](mailto:baron.l@foxvalleychurch.org) :

- Resume
- Video samples
- Brief statement of faith
- Two professional references and one personal reference