



POSITION: Media Specialist

REPORTS TO: Creative Video Director

EMPLOYMENT STATUS & HOURLY REQUIREMENTS: Full-time 40+ hours weekly (Split of Mon - Fri and Sun - Thurs based upon capture needs)

PURPOSE STATEMENT

To help people live Jesus-centered lives by providing instrumental support and organization to the Communications Team, ministries, and campuses. This full-time role supports the Creative Video Director by owning key recurring projects, capturing compelling visuals, and helping steward a team of volunteer photographers.

This person is both **hands-on and dependable**—someone who loves creating excellent content, managing projects from start to finish, and is comfortable working behind the scenes to help the church tell meaningful stories.

Some evening and weekend availability is required due to services and events.

ROLE RESPONSIBILITIES

Video Production & Editing

- Own the filming and editing of the Grace Fellowship podcast
- Edit and post the weekly online service to all relevant platforms
- Support the overall video editing workload, with a focus on:
 - Testimony videos
 - Sermon clips and supporting content
 - Ministry and event-related videos
 - Social media content
- Capture b-roll at church events, services, and special moments as needed

Photography

- Serve as a skilled photographer for select services and events
- Ensure photography coverage supports church branding, storytelling, and promotional needs

Volunteer Team Leadership

- **Manage the volunteer photography team**, including:
 - Scheduling photographers for services and events
 - Training and onboarding new volunteers

- Providing feedback and creative direction
- Help maintain consistency in photo quality and style across teams

REQUIREMENTS AND QUALIFICATIONS

Required

- Strong experience in **videography and video editing**
- Proficiency in video editing software (DaVinci Resolve)
- Strong **photography skills**, including understanding lighting, composition, and editing
- Ability to manage multiple projects and deadlines with minimal oversight
- Comfortable working evenings and weekends when needed
- Strong communication and team collaboration skills
- Heart for the local church and alignment with Grace Fellowship's mission and values
- Have passion for the local church focused on reaching a local community
- Honor and model the staff code values of Hungry, Healthy, and Humble and teach/coach others to do the same
- Love Jesus, submit to the truth of the Bible, live with integrity, and strive for Jesus-centered living
- Be committed to the Code and Statement of Faith of Grace Fellowship through Partnership

Preferred

- Experience filming and editing podcasts
- Familiarity with YouTube and online video publishing workflows
- Experience leading or coordinating volunteer teams
- Basic knowledge of audio recording and cleanup
- Understanding of church or ministry environments

What Success Looks Like

- Recurring projects (podcast, online services) are handled smoothly and consistently
- Video and photo content is delivered on time and at a high creative standard
- The volunteer photography team feels supported, trained, and organized
- The Creative Video Director is freed up to focus on higher-level creative direction and strategy

Work Environment

- Full-time, on-site role
- Collaborative creative team
- Flexible schedule with required availability for services and events