



Media Coordinator

Peace Church is seeking a part-time Media Coordinator to implement the Peace Church communication strategy by producing and distributing content across a variety of platforms.

A fitting candidate will have a deep love for Jesus, a love for the beliefs, vision, culture, and people of Peace Church, be passionate about communicating messages that matter, enjoy working with a team, and be driven to produce work that is excellent and faithful to the message of God's Word.

By producing and distributing content, this position creates opportunities for people to hear God's Word, follow Jesus, and participate in the church.

Peace Church loves the gospel, desires to be faithful to God's Word, seeks to develop leaders, and is passionate about reaching families. Peace is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 1200.

For more information, see peacechurch.cc.

Please see job description below.

Please send cover letters, resumes, and references to hr@peacechurch.cc.

Applications are being accepted now.

Part-time.

Pay commensurate upon training and experience.



Media Coordinator

Function

The Media Coordinator implements the Peace Church communication strategy by producing and distributing content across a variety of platforms.

Part-time, average 25 hours per week.

Accountability

The Media Coordinator reports directly to the Director of Communication.

Qualifications

1. Have a growing relationship with Jesus Christ and agree with the Peace Church statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.
3. Humble, Hungry, and People-Smart (see Patrick Lencioni, *The Ideal Team Player*).
4. Able to work within the organizational structure of Peace Church.
5. Passionate about communicating messages that matter.
6. Passionate about working with a team.
7. Able to create and edit compelling communications across a variety of mediums.
8. Proficient in industry standard software and hardware (ie. Photoshop, Final Cut, Canva, Mailchimp, etc.).
9. Able to present and discuss design and communication ideas with other staff members and teams.
10. Able to receive feedback with humility and grace.
11. Able to independently organize, plan, and execute projects within a given deadline.
12. Possess strong organization skills.
13. Able to produce excellent work on a deadline.
14. Flexible and adaptable.
15. Able to maintain confidentiality as needed.

Responsibilities

- A. Create and distribute content on major communication platforms

Includes such items as:

1. Produce weekly Ministry Updates video shown in Sunday services, including writing, shooting, and editing.
2. Produce weekly newsletter.
3. Manage Social Media presence.
4. Manage church app.
5. Manage church podcasts.
6. Maintain campus signage.
7. Produce occasional print communications.

8. Work with contractors to fill creative requests for graphics, videos, etc.
9. Work with staff to fill communication requests.
10. Work alongside the Director of Communication to develop and implement content strategies for various channels.
11. Work alongside the Director of Communication to properly present the identity and vision of Peace Church.

B. Professional Expectations

Includes such items as:

1. Participate as a team member in the Peace Staff, attending staff chapel, retreats, meetings, etc.
2. Participate in the life of Peace Church, attending worship and important events.
3. Should be or become a member of Peace Church.
4. Exhibit character consistent with a follower of Jesus in a church leadership role.