

Job Title: Media Assistant
FLSA Status: Non-Exempt. Part-time. (8-10 Hours/Week)
Reports to: Media and Communications Specialist.
Supervises: N/A
Attends: No standing meetings. Special meetings as requested.
Revision Date: October 2, 2024

The Media Assistant is responsible for the production of creative and engaging print and digital media for the church. The Media Assistant will also collaborate with the Media and Communications Specialist seasonally on special projects.

General Expectations

1. Create and submit weekly worship bulletins.
 - a. Compile and edit necessary worship information as well as announcements and bulletin inserts.
 - i. 8:45am & 11am worship bulletins, Sept-May.
 - ii. 10am worship bulletins, June-August.
 - iii. Edit and send out bulletin notes from preaching pastor to worship leadership team.
 - b. Communicate with staff and various ministry coordinators regularly to ensure information is up to date.
 - c. Collaborate with Media and Communications Specialist to ensure format and branding follow set standards.
2. Create and submit weekly live stream announcement slides.
 - a. Prepare multi-media for live stream worship.
 - b. Compile live stream worship notes for AV technicians.
3. Design and compile information for special service bulletins. This includes, but is not limited to:
 - a. special services during Holy Week, Advent, and other special seasons.
4. Collaborate creatively with Media and Communications Specialist on special projects that include, but are not limited to:
 - a. Annual Report
 - b. Christian Education Booklet
 - c. The Second Sheet Newsletter
 - d. Devotional Series Graphics
 - e. Sermon Series Graphics
 - f. Seasonal Projects

Core Competencies:

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Creativity and Collaboration: Possesses the ability to work collaboratively within a team to reach the desired vision. Can independently and collaboratively develop ideas and bring fresh, creative perspectives to assigned tasks and projects. Establishes good working relationships with all others who are relevant to the completion of work.

Technical Expertise: Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

Written Communication: Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.

Qualifications and Skills:

1. Experience in media and communications.
2. Proficient at key operating systems including PC and Mac.
3. Familiarity with Adobe InDesign, Adobe Express, Canva.
4. Ability to work remotely.
5. Experience working with a team.

This job description should not be construed to imply that these requirements are exclusive and limiting standards of this position. This description is a summary and not an exhaustive attempt at covering every activity and task required of the position. The incumbent should be able to react to change and be capable of handling other tasks and responsibilities as assigned.

Interested candidates should email their resume or LinkedIn profile to

Rev. Elizabeth Link, Executive Pastor, at elizabeth@spres.org.



Finding direction by following Jesus.

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