



## **JOB PROFILE**

**Position:** Media and Video Production Specialist

**Category:** Full-Time

**Reports to:** Director of Communication

## **SUMMARY OF POSITION**

The Media and Video Production **Specialist** supports the Communication team and overall ministry of Eagle's Landing First Baptist Church (ELFBC) by fulfilling media and video responsibilities within the Communication team, and as more generally assigned.

The Media and Video Production **Specialist** will be capturing stories that reinforce the church's mission and values. The job position will produce video content for all social media platforms, current initiatives, campaigns, or sermon series.

## **QUALIFICATIONS AND REQUIREMENTS**

- Participate in meetings as directed by Communication team.
- Ability to assess, critique, and improve systems and processes with a high attention to detail and accuracy.
- Must have excellent verbal and written communication skills, with the ability to relate to people of all backgrounds.
- Supports and adheres to the mission, vision, values, and philosophy of ministry at ELFBC.
- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience to Him.
- An active member of Eagle's Landing First Baptist Church or willing and able to become one.
- Self-motivated with ability to function effectively without constant supervision, as well as work cohesively within a team environment.
- Utilizes Search Engine Optimization (SEO): Google Analytics, Google AdWords, etc.
- Proficient in Adobe Suite, Premiere Pro, and Final Cut Pro.
- Has working knowledge of web design and development.

## **RESPONSIBILITIES**

Assist the Communication team with the media and video production of the ministry and other team-level responsibilities.

- Help Director of Communication produce content across all digital platforms for distribution (web, mobile apps, streaming devices, and social media).
- Develop and maintain church website and mobile app.
- Repurpose content to fit publishing media, video production, or social media.
- Designing and developing video announcements, opportunities, recap events, and pre-service video production.
- Track, analyze, and report on performance of website and app.
- Additional duties as required to support the overall ministry of ELFBC and the Communication team.