

# Woodcreek Church

## Media Coordinator



**Department:** Communications  
**Reports To:** Communications Director  
**Commitment:** Full-Time

### Job Summary:

The Media Coordinator captures, edit, and manages video and photo content for Woodcreek Church, telling the story of God's people through creative visual media. This role also manages our Vimeo and YouTube accounts and collaborates with the Communication Director on social media and website content.

### *Duties/Responsibilities:*

- Oversee video and photography needs for the Communication team.
- Lead and execute creative projects from concept to post-production.
- Direct and produce high-quality video and photo shoots.
- Produce weekly video reels for online engagement.
- Recruit and manage video and photography volunteers.
- Collaborate on strategic content with the Communication team.
- Support ministries with visual storytelling.
- Attend weekly staff meeting and participate in "all staff" activities.

### *Required Skills/Abilities:*

- Strong teamwork, humility, work ethic and interpersonal skills.
- Proficiency in digital technology, social media, and video hosting platforms.
- Member of Woodcreek Church who affirms and adheres to the Church's Doctrinal Statement of Faith.
- Growing and committed daily relationship with Jesus Christ.

### *Education and Experience:*

- Experience in videography, photography, and production.
- Proficient in Adobe Creative Cloud (Lightroom, Photoshop, Premiere Pro, Davinci Resolve).
- Experience managing Vimeo and YouTube accounts.
- Preferred experience in church or non-profit settings.
- Strong online portfolio.

### *Physical Requirements:*

- Desk and computer work.
- Mobile and able to carry out productions in the field.