

Position: Media and Visual Arts Coordinator

Accountable to: Business Administrator

Purpose: To serve the church by providing contemporary and winsome media and communications for congregational worship and community engagement in an ever more visual culture.

Primary Duties and Responsibilities

1. Prepare multimedia for all worship (Sunday, midweek, funerals, etc) and chapel services in coordination with pastor and worship leaders.
2. Develop and oversee electronic and written communications with the congregation by way of printed materials (such as Sunday bulletins) and electronic mediums, including but not limited to: email, website, social media, blogs, videos, direct mail, etc.
3. Be responsible as the webmaster and social media point person with an eye toward the cutting edge to help MVLCS meaningfully engage our community in an ever-changing technological landscape.
4. Oversight of Sunday morning congregational announcements, including development of video announcements and announcement loops.
5. Developing and sharing content that assists in the spiritual growth of the congregation and engagement with items that relate to our strategic plan.
6. Proofread all materials for accuracy and professional presentation.

Assisting in various office responsibilities, including:

1. Receive incoming calls, letters and electronic communication, answer questions and provide information whenever possible. Take complete and accurate messages and route communications to appropriate staff members. Ensure coverage of phones during regular business hours.
2. Greet and offer assistance to anyone who walks through the door.
3. Sort and distribute incoming mail and oversee outgoing mail, post office and church mail.
4. Attend regular staff meetings.
5. Cooperate with the Business Administrator and Senior Pastor by performing any other duties when asked to do so.

Qualifications

1. Proficiency with church equipment, hardware, software and systems necessary to carry out job functions.
2. Creativity to develop new systems, procedures and giving technology recommendations to help MVLCS do its work more effectively and keep a unified message in line with our mission and vision.
3. Knowledge and ability to learn and grow according to industry best practices to keep all communications as relevant and engaging as possible.
4. Proficiency and/or a willingness and ability to learn about the priorities, structure, and order of Lutheran worship.
5. An ability to maintain confidentiality.
6. An ability to train volunteers and delegate work.
7. An active member of MVLCS.