

JOB DESCRIPTION
VIDEO PRODUCTION ASSISTANT
CAMPUS: BATH



Ministry Area: Communications

Ministry Position: Video Production Assistant

Time commitment: 10 hours per week, salaried, non-exempt status

Reports to: Kyle Hang, Video Manager

Position Overview

This position includes assisting the video manager with the production of video projects at the Bath Campus.

Essential Job Functions

- Assist with the development and co-lead student volunteers to help capture the life of the church and deliver regular stories of life-change for a variety of outlets and purposes.
- Work with the communications team to develop content for marketing and social media.
- Assist the execution of creative video elements included in weekend services.
- Stay up-to-date on current communication strategies and trends to implement them when relevant for Grace keeping focus on the target audience for weekend service, the 24 year old.
- Assist in capturing the process of **All in All Out** building facility.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).

- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By

- 30-60-90 day new hire review by the Director of Operations.
- Annual review by the Director of Operations.
- Input from staff and volunteers.