

OVERVIEW

Reality SF is a church community located in San Francisco, California, that is committed to following Jesus and seeking renewal in our city. To that end, we are looking to hire a talented Media Coordinator to help build engagement and connection within our community and to spread the good news of Jesus by coordinating and managing our media operations across all channels.

ROLE SUMMARY

The Media Coordinator is responsible for coordinating, producing, and publishing high-quality digital content in written, audio, and video forms across all of our communication channels — especially on Sundays. This role requires high attention to detail and cross-team collaboration as to ensure all communication standards are met. This position reports to the Director of Communications and works consistently with nearly everyone on staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

General

- Coordinate 20+ projects per month — spanning audio, video, web, email, slides, social media, and print platforms — and in some cases, managing contractors
- Receive and coordinate new media projects from ministry departments
- Work with all ministries to ensure information online is updated and accurate
- Assist other ministries in the curation, setup, and sending of communication to their ministries when needed
- Update communications calendar to ensure events and initiatives are announced in a timely manner

Weekly

- Train and consistently work with Sunday AV volunteer team and ensure audio and video captures are of high quality
- Prepare communications content for Sunday gatherings (including production flow and announcements, media slides, and any special AV needs)
- Prepare and publish sermon audio and video files across platforms
- Create basic graphic design assets from templates and coordinate contractors for higher-level design projects
- Update website content
- Weekly publish all-church newsletter and original content on social media platforms in collaboration with Director of Communications

QUALIFICATIONS

- Love for Jesus and His Church
- Agreement with the statement of faith, theology, and philosophy of Reality SF as evidenced by lifestyle
- Character and lifestyle of a deacon as described in 1 Timothy 3:8-13
- 3+ years experience in administration and/or production in a fast-paced environment with strong references

KNOWLEDGE AND SKILLS

- Experience with Adobe Creative Suite, audio and video production, Wordpress, and Squarespace are all preferred, but not required
- Willingness and ability to be trained in technical media skills, including website administration, basic graphic design, and audio/video production and post-production
- Good verbal and written communication skills, both in formatting and content
- Organized and able to deliver quality projects on schedule
- Capacity to work in a highly collaborative environment
- Entrepreneurial spirit in developing and improving systems and materials
- Eagerness to serve with humility, generosity, and kindness

SCHEDULE

- Full-time, 40 hours per week
- Sunday-Thursday
- On site at Sunday gatherings and in office Monday-Thursday, 9:30AM-5:30PM

SALARY RANGE

Dependent on experience

REPORTS TO

Director of Communications

BENEFITS

- Excellent medical, dental, and vision
- HSA 100% whole family
- Paid vacation

PERKS

Laptop, software, books, and conferences