
MEDIA COORDINATOR

Position Assignment

Title: Media Coordinator

Organizational Unit: Development & Communications

Recruited by: Director of Communications

Approved by: Vice President of Development & Communications

Working Relationships

Reports to: Director of Communications

Staff Team: Works with the Communications team, including staff and contractors

Basic Functions

This position provides media coordination for the entire organization. Creating videos, maintaining a library of webinars and other content to be shared and coordinating a podcast.

Basic Responsibilities

1. To work with the Director of Communications on ideas for videos to showcase the life change throughout STCH Ministries.
2. To execute video shoots (interviews, promotional videos, etc.).
3. To edit compelling videos to be shared outside of the organization to raise awareness about STCH Ministries.
4. To work with the nine ministries to create, record, and maintain webinars to be shared outside of the organization.
5. To create, maintain, and promote a podcast to provide listeners with knowledge from our nine ministries.
6. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Media Coordinator.

Employee Signature

Date

Employee Supervisor Signature

Date