

# Faithbridge Church



POSITION  
DESCRIPTION

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## Position Assignment:

- **Title:** Administrative Coordinator, Communications
- **Staff Grade:** Part-time, Non-Exempt
- **Accountability:** Lead Communications Director
- **Ministry/Dept.:** Communications

## Summary of Position:

The Administrative Coordinator, Communications will be responsible for assisting the video team in communications support and execution of various types of videos: testimony videos, sermon recaps, stories of life transformation, ministry event promos, hype videos and more.

## Purpose:

To provide high quality and excellent service, with the right heart attitude, offering support to all ministries. In doing so, the mission and vision of Faithbridge can be carried out at all times.

## Duties & Responsibilities:

*Work within church branding guidelines in the production of church wide media across a variety of platforms, including but not limited to:*

1. Establish first contact with potential video subjects.
2. Consistently communicate the heart and purpose behind the video ministry
3. Handle all scheduling needs for the video team.
4. Collaborate with various ministries to determine their video needs.
5. Coordinate video shoots with all parties. This may include gathering props, booking locations, ordering food, and more.
6. Contribute to the weekly Video Team meeting.
7. Keep the Video Team calendar up to date and follow up with Media Specialists to ensure representation at all events where video support is needed.
8. Support the social media coordinator with shoots and scheduling as needed.

*This job description is not all-inclusive and can be modified verbally or in writing by the employee's Supervisor*

## Skills and Educational Requirements:

- Ability to communicate effectively both verbally and in writing.
- Familiarity with the Microsoft Office suite.
- Aptitude for learning new systems and processes quickly.
- High proficiency in grammar, spelling and punctuation.
- Able to meet regular deadlines while prioritizing and completing unscheduled work.
- Ability to operate office machinery including sophisticated printers.

- Warm and friendly demeanor that puts people at ease

**Organization Relationship:**

This position shall be directly accountable to the Lead Communications Director and through the Executive Pastor of Worship & Communications to the Senior Pastor. This position will have contact primarily with paid staff, volunteers, and the church congregation

**Working Conditions:**

This is an hourly and part-time position (approximately 20 hours per week), with a regular weekly in-person schedule determined with the Lead Communications Director along with some pre-approved Sunday, evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

**Needed Attributes:**

Strong interpersonal skills, keen initiative, detail oriented, strong organizations skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

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Employee's Signature

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Date

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Print Name