



JOB DESCRIPTION

☒ Revised
☒ Full Time
☐ Part Time

☐ Exempt
☒ Non-Exempt

Date Hired:
Employee:

Job Title: Media Coordinator **Department:** Communications **Manager:** Communications Director

Schedule: Mon-Thurs. 8:00AM – 4:30PM; Sun- 6:30AM-2:30PM *(Some evenings and special events)*

I. **Purpose of this Position:**

The Media Coordinator is responsible for managing and executing Mosaic Church's digital communications strategy through social media, video, photography, web content, and digital storytelling. This position exists to extend Mosaic Church's mission and culture into digital environments by creating engaging content, promoting church initiatives, and cultivating meaningful online engagement that helps people connect with Jesus and the Mosaic community.

II. **Prerequisites:**

- Must be a born-again Christian.
- Must successfully pass a background check.
- Experience promoting a brand, organization, or ministry through social media platforms (Meta Suite, Facebook, Instagram, YouTube, TikTok, etc.).
- Strong understanding of design principles and current digital media trends.
- Writing, editing, and content development experience.
- Intermediate proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, Lightroom).
- Intermediate proficiency in video production and editing (Premiere Pro, Final Cut Pro X, After Effects, or similar software).
- Experience with web-based communication platforms (WordPress, Mailchimp, Planning Center, or similar tools preferred).
- Proficient in photography and videography with the ability to capture stories, interviews, services, and events.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects and meet deadlines in a fast-paced environment.

III. **Attributes:**

- Fully embraces the vision, values, and mission of Mosaic Church.
- Strong attention to detail and commitment to excellence.
- Self-motivated and capable of working independently.
- Team player who contributes positively to staff culture and collaboration.
- Organized and able to manage multiple priorities simultaneously.

- Adaptable and able to thrive in changing environments.
- Coachable and eager to grow professionally and spiritually.
- Strong interpersonal and communication skills.
- Able to navigate differing personalities and ministry environments effectively.
- Maintains integrity above reproach.
- Demonstrates a servant-hearted attitude and genuine passion for the local church.

IV. **Essential Functions and Responsibilities:**

Content Creation & Storytelling

- Create, edit, and publish digital content including graphics, videos, reels, stories, shorts, and social media posts.
- Capture and curate stories, testimonies, interviews, and ministry highlights for church-wide communication.
- Photograph and film church services, events, ministries, and special projects.
- Develop promotional graphics and digital media packages for events, initiatives, and campaigns.
- Edit and publish weekly sermon clips, podcasts, archived messages, and related content.

Social Media Management

- Manage and maintain Mosaic Church's social media presence across all approved platforms.
- Schedule and publish content through approved social media management platforms.
- Maintain innovative and consistent feeds, stories, reels, and short-form video content.
- Monitor, engage, and respond to followers in a way that reflects Mosaic Church's culture and values.
- Provide live social media coverage during church services, events, and special initiatives.
- Work to keep relevant content in front of Mosaic's target demographics.
- Monitor social media trends, platform updates, and emerging digital strategies.

Marketing & Communications

- Promote church events, ministries, campaigns, and initiatives through digital channels.
- Assist in the execution of church-wide communication strategies and marketing plans.
- Collaborate on paid advertising campaigns including Meta, Google, and YouTube platforms.
- Ensure all messaging, branding, and creative assets remain consistent with Mosaic Church standards.
- Maintain an engaging and up-to-date website experience across all Mosaic Church websites and digital properties.

Analytics & Strategy

- Monitor, measure, and analyze content performance and campaign effectiveness.
- Generate reports and recommendations to improve engagement, reach, and overall communication effectiveness.
- Evaluate content strategy and audience behavior to maximize ministry impact and return on investment.

Team Collaboration & Leadership

- Collaborate with the Communications Director, Production Director, and ministry leaders to support church communication goals.
- Support weekend services and special events through media and communication initiatives.
- Participate in staff meetings, planning sessions, and church-wide events as required.

Additional Responsibilities

- Maintain a lifestyle aligned with Biblical values and the culture of Mosaic Church.
- Perform additional duties as assigned.
- Be present and actively participate in church-wide events and initiatives.

V. Collaborative Relationships:

- Communications Director
- Mosaic Staff and Ministry Leaders
- Media and Communications Volunteers
- Mosaic Church Community
- Vendors, Contractors, and Creative Partners

VI. Evaluation:

- General staff evaluation standards & Key Performance Indicators (KPIs).
- Communication and content performance metrics.
- Project completion and ministry support effectiveness.
- Team collaboration and volunteer leadership.
- Adherence to Mosaic Church values and expectations.

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____