

Coral Ridge Presbyterian Church

Job Description Form

Department	Marketing and Communications		
Job Title	Digital Content Creator		
Reports to	Director of Communications and Marketing	Type of position	FT
Currently held by	Emily Scheimann	Hours	40 hours

POSITION OVERVIEW

The incumbent is responsible for assisting the communications team with the development and production of short form video content to be distributed across all digital platforms. This position will support multiple affiliated organizations: Coral Ridge Presbyterian Church, the Institute for Faith and Culture, Coral Ridge Ministries, the Center for Christian Statesmanship, and the City of God Podcast.

ESSENTIAL JOB FUNCTIONS

- Content Planning
 - Evaluate upcoming events, promotions, and scheduled programming to determine what should be repurposed into short form content.
- Content Creation
 - Repurpose already produced programming into short clips to use across social media platforms
 - Develop additional short form content from start to finish that aligns with the mission and vision of the ministries (this can be event promotion, general ministry branding, etc.)
 - Write scripts and/or captions to accompany the visual elements
- Content Capture
 - Assist with coordinating and capturing timely content from senior leadership when rapid responses are needed across digital platforms
 - Attend events with the intent to gather photo and video content
 - Ability to attend events outside of normal working hours
 - Work with production to ensure videos being produced maintain brand consistency
- Flexibility to perform other production and communications tasks as needed

QUALIFICATIONS

- Professing Christian, stable and growing in the faith.
- Detail oriented with strong organizational skills
- Dependable and able to take ownership/self starter
- Committed to the ministries of Coral Ridge Presbyterian Church and Coral Ridge Ministries
- Experience with Premiere, Final Cut Pro, or Avid

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.