



Job Description

Job title	<i>Media Coordinator (Part-time)</i>
Dept	<i>Church Communication Ministry</i>
Reports to	<i>Church Communication Lead</i>
Date	<i>Feb 7, 2024</i>

Church Background

RHCCC is a Purpose-Driven church to carry out the five purposes of the New Testament Church: Worship, Fellowship, Discipleship, Ministry, and Mission. We are a multi-cultural, multi-generational, and multi-lingual (3M) evangelical church which ministers in English, Cantonese, and Mandarin. To learn more about RHCCC, visit <https://rhccc.ca/rhccc/e/>

Purpose of the Position

To support the advancement of RHCCC ministries through planning, co-ordination and delivery of media productions, videos in particular, at the overall church level as well as across congregants and other target groups.

Reporting Structure

This position reports to Church Communication Lead.

Scope of Responsibilities

- 1) Develop with church leadership communication strategy and operation plan.
- 2) Help the content authors to formulate their ideas and translate the messages into digital assets, which are understandable, relevant, and meaningful to the audience.
- 3) Lead, coordinate and, working with a pool of volunteer resources, execute end-to-end media production from concept design, filming, editing to ultimate production according to pre-defined user requirements and schedule/timeframe.
- 4) Actively recruit and develop volunteers to assist in the ministry.
- 5) Monitor communication technology and trends, and governance requirements, particularly privacy, data security, and risks, and make corresponding recommendations.
- 6) Volunteer, equipment, and hardware management.

Qualifications

- 1) A post-secondary diploma/degree in Media/Video Production, Digital Communication, Marketing, or Social Media. Theological education an advantage.
- 2) Experienced in video/media production in a team environment, including motion design and video editing.
- 3) Experienced in communication channels especially social media, websites and mobile apps.
- 4) Project management experience and photo/video editing skills an asset
- 5) Good understanding of the values, vision, direction, culture and structure of RHCCC.
- 6) Fluent in English and Chinese (Cantonese and/or Mandarin).

Competencies

- 1) Called by God to serve Him through His church
- 2) Creative and have a passion to impact people through media, videos in particular.
- 3) Team leader and player
- 4) Excellent interpersonal and organizational skills
- 5) Professional, friendly, and courteous in all interactions
- 6) Ability to work under pressure with tight deadlines.
- 7) Flexible and open-minded to constructive criticism
- 8) Good verbal and written communication skills

Time Commitment

Core Media Support (60%); Training & Coaching (30%); & Meetings (10%)

Working Conditions

Regular part-time 24 hrs./week including weekends, with flexibility to work evenings when required.

Physical Requirements

N/A

Direct reports to this position

NIL