

## ***Campus Media Coordinator – East Campus 15 hours weekly***

### **Job Summary**

As Campus Media Coordinator, serves Media Arts and Church Extension Ministry by directing a team of volunteers to provide media support (including but not limited to: high-quality live audio, recorded audio, slide elements, stage lighting, web posting, and stage support) for weekend services and mid-week services. Collaborates with Campus Pastor & worship coordinator to achieve their vision for how a service should look and feel.

### **Principle Responsibilities**

- Volunteer Management – regularly identify, recruit, train and deploy media volunteers for assigned campus.
- Weekly transport of assigned service materials from Cooper Rd. Campus to East Campus and then returned on Sunday.
- Team Support – in addition to the above, monitor and nurture media volunteers by providing community gathering, empowerment, and spiritual care/guidance.
- Campus event support – responsible for scheduling/covering needed media positions at all weekend services & mid-week events
- Church Staff Support – serve as liaison with Vineyard Columbus church staff by communicating ministry needs and assisting with ministry requests.

### **Core Competencies**

Approachable	Organizing	Ability to Give & Receive Feedback
Interpersonal Savvy	Planning	Managing and Measuring Work
Spiritual Maturity	Volunteer Coordination	Developing Direct Reports
Self-Awareness	Encouragement	Motivating Others
Priority Setting	Organizational Agility	Manages Conflict Well

### **Minimum Qualifications, Education and Experience**

- Demonstrated ability to recruit, lead, train and supervise volunteers
- Good interpersonal skills with excellent oral and written communication skills
- Thorough understanding of current media and technology
- Experience in providing technology training and instruction
- Intermediate knowledge of office technology tools including web-based, Facebook, Instagram, Word, and PowerPoint
- Friendly, flexible, able to multitask, enjoys working with all kinds of people
- Able to work flexible hours, be available on evenings and weekends as program requires
- Knowledge and embodiment in practice of the Scriptures
- Satisfactory background check required for all positions

### **Physical Requirements**

Walking, Fingering, Grasping, Talking, Hearing, Seeing, Repetitive Motions, Standing, Pushing, Pulling, Lifting, Sedentary Work, Light Work