

***Campus Media Coordinator – Lane Campus***  
***15 hours weekly***

**Job Summary**

As Campus Media Coordinator, serves Media Arts and Church Extension Ministry by providing high-quality live audio, recorded audio, multi-camera direction, stage lighting, web posting and stage support for weekend services and mid-week services.

**Principle Responsibilities**

- Volunteer Management
- Team Support
- Campus Support
- Community Contact
- Church Staff Support

**Core Competencies**

Approachable	Organizing	Ability to Give 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**

- 2+ years' experience in an administrative or program role supporting a program or a business unit.
- Experience with scheduling and database management in an administrative or equivalent role.
- Demonstrated ability to recruit, lead, train and supervise volunteers.
- Good interpersonal skills with excellent oral and written communication skills.
- Thorough understanding of all current media and technology
- Experience in providing technology training and instruction
- Associate or Bachelor's degree (preferred)
- Intermediate knowledge of office technology tools including web-based, Facebook, Instagram, Word, PowerPoint, Excel, Outlook and Publisher.
- 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