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| Title: Media Coordinator | Prep/Revised Date: April 25, 2024 |
| Reports To: Technical Director | Direct Reports: N/A |
| FLSA /Hours: Non-Exempt / 40 Hours | Campus: Fort Collins |

Summary

The Media Coordinator assists with the management of many important tasks that keep weekly events and weekend services running smoothly. The Media Coordinator organizes, schedules and performs administrative tasks for the Timberline Church Sound and Media team.

Duties & Responsibilities

- Scheduling media support for internal and outside events.
- Approving and managing all media requests.
- Schedule and communicate with Care Ministries for all funeral media needs.
- Scheduling, supporting and recruiting the Media Volunteers.
- Providing media support for staff during work hours as needed.
- Work closely with the Media Producer to prepare for all weekend services and special events.
- Managing incoming sermon documents and files for Media Producer.
- Scheduling and tracking contractor hours.
- Perform a variety of other media related tasks .

Skills/Qualifications

- Highly organized and detail oriented.
- Must have good interpersonal skills, the ability to work well with people and be a strong team player, communicate clearly and effectively on the phone, e-mail, and in person while demonstrating tact and diplomacy.
- Must have a desire to serve in a church setting and be able to work a flexible schedule and serve during evenings and weekends as necessary.

Education and/or Experience

- Administrative skills highly desired.
- Audio/Video/Lighting experience would be a plus.
- Some graphic design skills would be helpful.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel.
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

Compensation: Full Time, \$18 - \$19.50 / hour

To Apply: Click the below links to complete the job application and SHAPE Assessment. Please submit these along with your resume and cover letter. We will then contact you for the next steps.

[APPLICATION](#)

[SHAPE ASSESSMENT](#)

Please Note: you must submit all items requested to be considered for employment.