



<b>Title: Media Coordinator</b>	<b>Prep/Revised Date: August 2025</b>
<b>Reports To: Technical Director</b>	<b>Direct Reports: N/A</b>
<b>FLSA /Hours: Non-Exempt / 40 Hours</b>	<b>Campus: Fort Collins</b>

### Summary

The Media Coordinator is responsible for video content, media tech work, and working closely with the Media Director as support and backup as needed. This position requires flexibility and team spirit due to the nature of the church schedule.

### Duties & Responsibilities

- Capture, edit, and produce high-quality video content.
- Maintain organized video archives and file systems.
- Support weekend editing needs on occasion (e.g., final tweaks or quick-turnaround requests).
- Manage audio/video/lighting equipment – maintain, inventory, manage check out system.
- Participate in weekend planning meetings – support media team as they prepare for the weekend.
- Manage and support all podcast projects. Assist weekly with media responsibilities involving sermon editing, upload as well as prep work for live streaming and setting up for the weekend production.
- Assist with volunteer training, development and appreciation.
- Back up Media Director and Media Producer as needed.

### Skills/Qualifications

- Experience in videography, video editing, and storytelling.
- Proficiency in Adobe Creative Suite (Premiere Pro, After Effects, and Media Encoder) and or Davinci Resolve.
- Ability to manage multiple projects and deadlines while staying detail oriented.
- Strong interpersonal and communication skills.
- A heart for ministry and alignment with Timberline Church's mission and values.
- Black Magic camera experience.

### Education and/or Experience

- Minimum three years of video experience in a professional setting.
- Content creation experience is a plus.
- Some experience with Live products and podcast production a plus.

### 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 (Part-time not required).
- 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.

***To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.***

*Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.*

Position Details: Full-Time.

Hours: 40 hours per week. Monday – Friday, 8:30 AM – 5:00 PM unless otherwise determined by your supervisor. Some requirements for weekends and urgent on-call tasks may arise outside of regular office hours.

Compensation: Non-exempt. \$20.00 - 24.00 per hour; based on relevant experience.

Benefits Include:

- Insurance:
  - Employer paid medical, dental, vision, & life insurance.
  - Options for employees to add spouses and/or children for an out-of-pocket expense.
  - Monthly employer made contributions to Health Savings Account.
- Retirement 403(b):
  - Optional employee contribution plan via pre or post tax election.
- Leave:
  - Paid holidays.
  - Generous sick leave applied to leave bank after 30 days of employment. Sick leave accrual totals increase annually.
  - Generous personal leave applied to leave bank after 30 days of employment. Personal leave accrual totals increase annually.
  - 10+ paid holidays annually.

[CLICK HERE TO APPLY](#)