



Communications Coordinator Position Description

Qualifications for employment at Fellowship Bible Church include having made a life commitment to Jesus Christ and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member or willing to become one.

Job Title: Communications Coordinator
Department: Communications

FLSA Status: Non-Exempt
Reports to: Michael Packer
REGULAR HOURS PER WEEK: Full-time
(hourly)

Typical work schedule: 40 hours weekly

Flexibility required: Adjustment of hours may be needed based on event needs and urgent tasks.

Position Summary:

The Communications Coordinator is responsible for supporting the Director of Engagement by creating/producing high-quality video content on Sundays and during the week that aligns with Fellowship Bible Church's aesthetic and branding standards. This role also includes back-end management of church video platforms, website, file and equipment management.

Essential Skills & Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Strong physical and digital organization skills.
- Ability to manage multiple tasks while maintaining accuracy and efficiency.
- Excellent written and verbal communication skills.
- Technical problem-solving and adaptability.
- Ability to communicate effectively across ministries and with multiple stakeholders.
- Proficiency with DSLR and broadcast style cameras for video and photography.
- Skilled in Adobe Suite (especially Premiere Pro)
- Proven track record running live production elements and filming/editing video.
- Prior experience in church or nonprofit communications is a plus.

Responsibilities:

- Lead Sunday live video production team. Ensure all visual content aligns with Fellowship Bible Church branding and quality standards.
- Create slides for sermon and worship, weekly in Pro Presenter.
- Upload and organize weekly Sunday video content.
- Edit one or two clips from the weekly sermon to share on social media.

- Script (with direction from Director of Engagement), film and edit Sunday video announcements.
- Coordinate intercultural/intergenerational talent from congregation/staff.
- Create videos for quarterly Sunday child dedication.
- Film and edit basic standup/headshot videos as needed.
- Film and edit church impact videos as needed.
- Edit mission partner videos.
- Use Opti-Signs online platform to update campus loop weekly.
- Update Worship Center pre-service loop via Pro-Presenter.
- Keep track of media requests via Formstack and when needed (in coordination with Director of Engagement).
- Participate in weekly production and communication strategy meetings.
- Upload pastor notes into notes section of app for the congregation.
- Keep track of production/comms equipment using church inventory system.
- Ensure media files are current in Dropbox for easy access.
- Occasional event photography coverage.

Education

- An Associate's or Bachelor's degree in Graphic Design, Communications, Marketing, or a related field is preferred.
- Experience with graphic design and digital content management is required.
- Proficient in Adobe Suite, Mailchimp, and Microsoft Office.
- Prior experience in church or nonprofit communications is a plus.

Markers of an Ideal Candidate

- Detail-oriented, creative, and able to manage multiple responsibilities.
- Adaptability to shifting priorities and urgent requests.
- Team-oriented mindset with strong interpersonal skills.
- Self-motivated and takes initiative.
- Flexibility and adaptability, particularly during busy event periods.
- Commitment to Fellowship's mission and core staff values.