

**JOB DESCRIPTION  
MEDIA ASSISTANT  
GRACE BIBLE CHURCH**

**PURPOSE**

To support the Technical Coordinator by providing media management services for the ministries of Grace Bible Church.

**REPORTS TO**

Technical Coordinator and ultimately to Administrator.

**PRIMARY DUTIES (listed in order of priority)**

- A. Assist as directed with the creation of graphics for Sunday services, sermon series artwork, digital signage, promotional handouts/flyers, and various ministry events.
- B. Assist as directed with the production of audio and video recordings of Sunday services and other ministry events.
- C. Assist as directed with the management and updating of information on the GBC website.
- D. Assist as directed with the management of social media such as facebook, Instagram, etc. for GBC as a whole and for various ministries.
- E. Assist as directed with the production of promotional videos for various ministries.
- F. Attend staff meetings and other meetings as requested by the Technical Coordinator, Administrator, and/or pastors.
- G. Perform such duties as reasonably assigned by the Technical Coordinator and/or Administrator.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

- A. Excellent personal, social, and organizational skills
- B. Ability to accomplish tasks efficiently and deliver completed projects on time
- C. Creativity and an artistic eye for graphic design
- D. Familiarity with some graphic design applications (ie: Photoshop, Illustrator, InDesign, Canva, etc), or at minimum, willingness to learn.
- E. Ability to learn additional skills related to media management, such as basic audio/video editing
- F. Valid Montana driver's license
- G. Insurable under Grace Bible Church's liability policy
- H. Must sign and abide by Grace Bible Church's Employment Policy
- I. Must pass a background check

**TERMS**

- A. Non-exempt employee. On average, 20 hours per week. Generally, work may be completed during normal 8am to 5pm work days, but there will be events and times when work needs to be completed outside of office hours; typically must be available immediately following Sunday services and/or Saturdays for special events such as conferences.
- B. 180 day probationary period as new hire.