

Media & Communications Manager

Position Description

Position Title:	Media & Communications Manager
Classification:	Full-time Manager/Creative
FLSA Status:	Exempt
Reports to:	Worship Pastor
Adopted:	April 1, 2020
Revised:	December 5, 2023

Summary:

The Media & Communications Manager is responsible for assisting the Worship Pastor with all aspects for the functioning and organization of the comprehensive Communications Plan and Media Ministry of Tabernacle Baptist Church.

Qualifications:

1. Commitment: An active and growing walk with Jesus Christ and a commitment to the values and vision of Tabernacle Baptist Church.
2. Education: A bachelor's degree in communications or related field or comparable experience.
3. Experience:
 - a. Previous use and familiarity with Windows and Mac operating systems, Adobe Suite (Photoshop, Illustrator, Premiere Pro), and production equipment (cameras, video switchers, etc.) is required.
 - b. Familiarity with ProPresenter and video streaming software is a plus.
 - c. Must have excellent oral and written communication skills, sharp and professional presentation skills, and good organizational and planning abilities. Demonstrates an aptitude for innovation, imagination, and creativity.

Duties/Responsibilities:

1. Oversee the implementation of the Tabernacle's Communications Policy and Procedures.
2. Direct and manage production elements of all Sunday services and special events with media team volunteers which includes live stream, radio broadcast, etc.
3. Produce and edit video recordings, audio recordings, and other church media needs.

4. Design and coordinate graphic needs to ensure branding is uniform across all church publications and platforms.
5. Coordinate all calendar requests and collaborate with ministerial staff for the creation of effective forms of communication.
6. Assist in managing the church's website and social media pages ensuring all events and communications are regularly updated. Update website information in coordination with the church's contracted webmaster.
7. Layout and electronically distribute the church's weekly e-news bulletin, *The Tidings*. Upload to social media and the church website, email to distribution list, and provide the finalized print mail version to an administrative assistant and/or volunteer for mailing.
8. Maintain and ensure digital announcement screens in worship center and hallways are current.
9. In cooperation with the Ministry Assistant for Worship, design and lay out the church's Sunday Worship Guide.
10. In cooperation with the Ministry Assistant for Worship, make sure all worship services and events are staffed with adequate and skilled media volunteers.
11. Work with the Social Media Coordinator to make sure the church's social media accounts are up to date.
12. Manage the church's Constant Contact email distribution account.
13. Attend weekly all-staff meeting and meet with the Worship Pastor as needed.
14. Communicate with church volunteers/ministry contacts about event details, promotion level & timelines, and other helpful information.
15. Work in effective collaboration with all ministry areas of the church and as a team player on the staff.
16. Portray a positive image both internally and externally by displaying high standards of service, integrity, kindness, and professionalism. Respond to member feedback in a courteous, efficient, and timely manner.
17. Carry out all other duties as assigned by the Worship Pastor.