

**MEDIA/COMMUNICATIONS COORDINATOR**  
**Topeka First UMC**  
**Topeka, KS**

**Ministry Summary**

The Media/Communications Coordinator is a full-time position which oversees all audio, visual, media and technology ministries of Topeka First UMC by casting a vision, recruiting team members, teaching, and leading. The coordinator's goal is to ensure all events and ministries can utilize technology efficiently, effectively, and strategically in order to enhance the experience of everyone participating.

**Responsibilities**

Worship Production

- Responsible for technical components for all weekend worship services
- Oversee production team of live web stream in Sunday morning worship
- Coordinate audio technicians for worship
- Coordinate visual technicians for worship
- Recruit and train team members for audio/visual/media needs for worship
- Coordinate for technology support at funerals and weddings
- Create worship slides and bulletins
- Track online attendance

Video Production

- Produce videos as needed for Facebook, web page or ministry events
- Edit and upload worship videos to the church web page

Website Development and Social Media

- Oversee the design and development of the church webpage
- Work with church staff to keep the website updated
- Oversee social media communications for the church
- Act as editor for weekly electronic newsletter

Staff Support

- Coordinate with outside tech partners for all IT needs at the church
- Responsible for the maintenance of all technical equipment at the church
- Advise of future technology purchases and oversee installation
- Develop a budget for media and technical ministries
- Serve as a resource for other staff members

**Preferred Skills, Knowledge, Abilities**

- Familiar with Pro Presenter presentation
- Familiar with video recording and live streaming production

- Familiar with audio mixing, monitor mixing and audio recording
- Ability to work as member of team
- Ability to coordinate and utilize volunteers
- Ability to meet and interact professionally with the public

**Desired Education and Experience**

- Associate's degree in media design/technology (bachelor's degree preferred)

**Accountability**

- The Media/technology Coordinator is under the supervision of the Church Administrator
- An annual performance evaluation will be conducted by the Church Administrator