

## Media Coordinator (1)

Assist the organization in increasing the organization's content creation including website, worship and event slides, social media presence and engagement, brochures and posters. Graphics design and basic computer skills will be needed to be able to carry out the tasks. Familiarity with graphics and video tools, presentation tools, and various social media platforms such as Facebook and Instagram will be very helpful to become a successful Media Content Creator in this organization. Ability to operate presentation software during worship and events will become handy in assisting the worship team. Creative abilities in creating media content (image and video) and some knowledge of digital marketing, distribution of media content to various social media platforms, and some monitoring of the social media posts analytics will be great additions.

### List of Tasks and Responsibilities

1. Responsible for creating digital content for the website, social media posts, slide decks, and print materials (posters, brochures, postcards, flyers etc).
2. Monitor the church's website and social media posts – and give analytical feedback, to help us serve the community better.
3. Help with maintaining and improving the church's website
4. Assist the media team during worship service and events
5. Assist in planning, promoting and carrying out activities for the weekly Grace CRC McCowan Food Bank which started in September 2024- some roles are:
  - a. Restock shelves and cupboards – in preparation for Thursday's opening
  - b. Receive weekly food delivery and sort, bag and prepare for distribution.
  - c. Help with distribution by filling different roles every week

### Skills developed during this placement.

- Collaboration
- Communication
- Creativity and Innovation
- Digital skills
- Community awareness

Language required for job: English