



Media Assistant

- **Position Summary:** The Media Assistant will provide administrative & creative support to the Pastor of Engagement as they build and maintain communication elements, systems, and platforms for the purpose of facilitating the people of Heritage in becoming fully engaged disciples of Jesus Christ.
- **Reports to:** Pastor of Engagement
- **Primary Responsibilities:**
 - To the Eldership -
 - None
 - To the staff -
 - Contribute to the effective collaboration of the Adult Ministries group, which includes:
 - Engagement
 - Community Life
 - Worship Ministries
 - Biblical Mentoring
 - Assist in the development of communication strategies for various ministry needs
 - Create content as requested for various ministry areas
 - Track and complete administrative tasks as assigned
 - *Post-service video editing from the Worship Center - Edit and upload Sermon videos online*
 - *Ensure streaming links are set up in the correct areas for each service:*
 - *Worship Center Sunday Mornings*
 - *Wednesday Night Gathering*
 - *Funerals/Weddings*
 - *Assist with editing the Focused on Christ podcast*
 - Assist in the management of digital platforms, including the church website and social media accounts
 - To the congregation -
 - Promote further engagement with Sunday sermons by managing social media content, the HBC YouTube library, and the podcast
 - To those outside the church -
 - None
- **Secondary Responsibilities:**
 - None
- **Minimum Qualifications:**
 - A born-again believer in Jesus Christ, who is proven by a life of holiness and biblical priorities

- Personal values and characteristics:
 - Demonstrates creativity, adaptability, flexibility, & initiative
 - Demonstrates discernment in anticipating the needs of their team
 - Demonstrates passion for the care & discipleship of the people of Heritage
 - Demonstrates warmth and hospitality, including professionalism in all communication
 - Demonstrates a sensitivity to & awareness of different life stages
 - Demonstrates a sense of ministry ownership
 - Demonstrates leadership qualities
 - Demonstrates a desire and drive to partner in ministry to effect a mission-aligned culture among the people of Heritage
 - Demonstrates a high level of responsibility, loyalty, & confidentiality
 - Models a lifestyle of community/togetherness
 - Models collaboration across teams, genders, generations, & ethnicities
 - Models vulnerability & humility
 - Models a lifestyle in alignment with the mission
- Education:
 - Bachelor's degree or equivalent experience
- Prior experience:
 - Proficient use of computers, Google Suite, and Canva
 - Experience in graphic design
 - Portfolio of previous design work or marketing campaigns
- **Preferred Qualifications & Skills:**
 - Video Editing with Premiere Pro