



## COVENANT LOVE CHURCH

### **Media Coordinator**

The **DG Media Coordinator** at Covenant Love is responsible for media needs of Destiny Generation and the Generations Pastor. This includes oversight of all media booth recruiting, training, scheduling, and operations as well as maintaining the “DG” section of the Covenant Love and an active presence across approved social media platforms.

The DG Media Coordinator is responsible for the creative elements such as videos (announcements), design and presence of all technical equipment in operation for services in coordination with the Creative Staff of Covenant Love Church.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

1. Media and Marketing Production
  - a. Act as the primary contact for Destiny Generation to the CL Media Department
    - i. Media Requests
    - ii. Slack Communication
    - iii. Main Sanctuary Announcement
  - b. Coordinates Announcements/Commercials
    - i. Responsible for creating, and producing weekly announcements for all platforms (ie service, social media etc)
    - ii. Film, edit and distribute said announcements accordingly
  - c. Social Media/Website/
    - i. Develop and maintain an active, current presence on social media platforms as Facebook, Instagram, Twitter etc.
    - ii. Maintain the DG Page on the CL website, to reflect current events and information
    - iii. Post the Worship Review for the DG Worship as we have the recordings from each Wednesday
  - d. Livestream

- i. Oversee, promote and ensure Livestream is active each Wednesday night across all platforms – CL website, CL App, FB Live, YouTube
    - ii. Troubleshoot any issues with livestreaming in coordinating with the CL Media Department/Webmaster
  - e. Weekly Podcasts
    - i. Edit and post the audio podcast from each service (Sundays and Wednesdays) to the church website
    - ii. Every Thursday, edit and post the video of service to YouTube and Facebook; embedding to the CL website alongside the audio podcast
  - f. Camp
    - i. Work closely with the DG Staff for the organization of the volunteer teams and planning of itinerary for camp.
    - ii. for designing the look of each year's camp
    - iii. Responsible for creating promotions for camp in accordance with the given timeline for Main Sanctuary, The Ark and social media
    - iv. Create the Camp Lanyards for staff, students, team and cabin leaders
    - v. Coordinate the design, purchase and marketing of the camp t-shirts
    - vi. Responsible for creating, coordinating, filming and editing of the camp rules video
    - vii. Responsible for all media equipment (computers, cameras & related gear) and facilitation of which during camp (ie ProPresenter)
    - viii. Work closely with guest speaker for all media/notes needed
    - ix. Responsible for post camp recap and archiving of all footage
- 2. The Ark | DG Media Booth
  - a. Responsible for overall booth operations in the Ark (outside Beloved and other church-wide events)
  - b. Maintain all media equipment in the booth (minus the soundboard)
  - c. Responsible for training of all adult and student leaders authorized for serving in the booth.
  - d. Responsible for creating schedules in Planning Center for the DG Media team
  - e. Responsible for building the student leaders within the booth;
  - f. Responsible for the upkeep of lighting design in the ARK, reporting any issues to CL Technical Director/Creative Director if unable to resolve
  - g. Responsible for the projectors in the Ark and if they need to be serviced
  - h. Responsible for maintaining the house lights in the Ark and Ark Lobby, changing them out as needed.

To Apply, please fill out these forms:

<https://covenantlove.wufoo.com/forms/cl-employment-application/>

<https://covenantlove.wufoo.com/forms/cl-employment-application-followup/>