

Actionable Items

- Social media management - create, plan and execute content for SRC Instagram, Facebook and SRV Instagram and Facebook
- Social media ad management for Facebook and Instagram
- Video projects and editing
- Weekly sermon captioning and posting (knowledgeable in Premier Pro and FinalCut)
- Church event photographer and editor (knowledgeable in LightRoom and Photoshop) and photographer backdrop manager for events
- Graphics creator for all print and digital materials for all church departments and events including flyers, brochures, posters, signs, booklets, department letterhead, name tags, etc. (knowledgeable in Canva, Photoshop and Illustrator)
- Sermon graphic creator
- Pre-service slide manager and creator
- Help Caryn with event planning and in charge of all event promotion
- Contributing member to the Next Generation team
- Order promotional materials for all departments - t-shirts, pens, print materials, banners, lanyards, etc.

Soft Skills

- Organized
- Able to plan ahead but also work quickly under pressure
- Eye for detail and design
- Friendly so that people feel comfortable with photos and videos

Hard Skills

- Photography
- Adobe Creative Suite - LightRoom, Photoshop, Illustrator, Premier Pro
- Basic video editing
- Graphic Design
- Facebook Ad Creation
- Facebook Business Suite