

Job Description - Media Supervisor North Peace MB Church (February 2025)

Accountability

The Media Supervisor is accountable to God and the congregation through the board of elders. He/she will report directly to the Lead Pastor.

Position Summary

The Media Supervisor provides oversight and execution of all external-facing visual and digital communication for North Peace MB Church. This role exists to ensure that the church's public presence reflects its mission, values, and culture through thoughtful, consistent, and engaging communication. The Media Supervisor is responsible for content creation, creative direction oversight, and the digital storytelling of church life, in collaboration with the Lead Pastor and other ministry leaders.

Key Responsibilities

1. Social Media Management

- Develops, writes, and schedules all content for Facebook and Instagram, including posts, captions, story content, and visual assets.
- Ensures tone, voice, and visuals align with the church's creative direction and mission.
- Maintains consistency, engagement, and clarity across all platforms.

2. Visual Media & Photography

- Captures high-quality photography of worship practices, Sunday services, events, and general church life.
- Edits, archives, and prepares photos for use in both digital and print media.
- Curates and organizes a visual library to be used across church communications.

3. Graphic Design Support

- Assists in the creation and execution of sermon series graphics in collaboration with the Lead Pastor.
- Designs or assists in designing weekly announcement graphics, event visuals, and other creative assets as required.
- Contributes creative input on the look and feel of church-wide communications.

4. Digital Presence Oversight

- Maintains and updates the church's online visual presence to reflect current seasons, events, and initiatives.
- Ensures all published content upholds consistency, clarity, and aesthetic integrity.
- Proactively identifies areas where visual communication could be improved for engagement and effectiveness.

5. Creative Direction Stewardship

- Oversees the evolving visual identity of North Peace MB Church across all digital touchpoints.
- Updates visuals (color palette, typography, templates, logos) as needed in response to seasonal shifts or strategic direction.
- Serves as the internal point person for maintaining visual consistency across ministries.

Hours and Flexibility

This role is currently part-time (10 hours/week) but reflects full-time rhythms due to the nature of digital engagement. Social media and creative direction efforts require consistency, timely posting, and real-time responsiveness. Flexibility is required around weekends, events, and church seasons.