Digital Media Assistant

Part-Time – 10 hours/week

The Digital Media Assistant helps people stay connected to the life and mission of the church by ensuring communication is clear, accessible, and engaging across digital platforms and the media that support our weekly gatherings. This role is not simply about producing graphics, emails, or slides, but about helping people know what is happening, where they belong, and how they can experience New Life with Jesus. Through careful execution and creative support, this role enables ministries to communicate effectively and ensures that important messages engage the right people at the right time.

Areas of Responsibility

Digital Presence

Maintain the church's digital platforms and basic online presence.

Responsibilities may include:

- Creating and scheduling social media content.
- Updating the church website with current ministry and event information.
- Managing updates within the Church Center app.
- Preparing and distributing the church's weekly email newsletter.

Service & Event Media

Produce graphics and media that support weekly worship services and ministry events.

Responsibilities may include:

- Building weekly sermon slides from provided content.
- Creating and maintaining miscellaneous announcement slides.
- Designing graphics for ministry events and sermon series as able.

Preferred Requirements & Qualifications

1. High School diploma or equivalent is preferred.
2. Experience in graphic design, social media management, or communications is preferred.
3. Comfortable working independently at a computer for extended periods, managing multiple projects and deadlines.

4. Able to work independently with minimal supervision, demonstrating good problem-solving and prioritization skills.
5. Maintain a positive attitude and servant's heart regarding your job and the people you serve.
6. Comfort with graphic design software and basic photo/video editing tools is an asset.

Relationships

1. Reports to the Operations Coordinator.
2. A personal commitment to knowing Christ better through a regular time of reading His Word, personal prayer, and Christian community.
3. A personal commitment to all members of the Pastoral and Administrative Staff, Ministry Leaders, the Elder's, and corporate mission, vision, and values.
4. Meet the qualifications of membership at West Meadows Baptist Church.
5. Submit to the Plan to Protect Child Protection Policy, which includes a Criminal Records Check including Vulnerable Sector Check.
6. Attendance at West Meadows Baptist Church is expected except in extenuating circumstances to be discussed with your supervisor.

Other

1. This is a part-time position requires a standard schedule negotiated with your supervisor, with flexibility to accommodate a dynamic ministry schedule.