



Position Title: Media/Technology Director
Reports To Staff Coordinator
(position not person):

Classification: ☐ Pastor ☐ Part-time transitioning to Full-time
☐ Full-time ☒ Part-time ☐ Temporary / Contractor

Position Description

GENERAL POSITION SUMMARY

Position is responsible for advancing the overall work of Key Ministry through the management of all technology platforms and through the provision of all basic graphic design and video production towards the goal of creating “a church for every child.”

ESSENTIAL DUTIES & RESPONSIBILITIES

Management of all Technology Platforms

1. Media Social channels (training platform, Inclusion Fusion, online church)
2. Key Ministry website
3. Key Ministry social media platforms
4. E-mail marketing platform
5. Dropbox/file management

Basic Graphic Design and Video Production

1. In consultation with the Director of Strategic Initiatives develop and maintain a schedule for the management/production of resources to be made available online for partner churches/ministries.
2. Oversee post-production tasks necessary for video resources featured on Key Ministry platforms.
3. Cultivates volunteers to assist in meeting video production/technology needs of Key Ministry

Troubleshooting

1. Be available as needed to provide technical assistance to Key Ministry partner churches/ministries/speakers as they share electronic ministry resources for use in training events, the Inclusion Fusion Web Symposium or Key's online church ministry.

QUALIFICATIONS

This section should list the minimum education and experience required for entry into this position.

A. Education

Minimum level of education required to perform the responsibilities of this position. Bachelor's degree preferred.

Level of Education

- ☒ High School Diploma/GED
☐ Associate Degree
☐ Bachelor's Degree
☐ Master's Degree
☐ Other (must specify): _____

Area of Study

May additional equivalent education (above the required minimum) be substituted for the checked level of education? ☒ Yes ☐ No

B. Experience

Required

- Two or more years experience in the use of online resources for promotional, training, or networking purposes.
- Experience with, or exposure to disability ministry resulting in a “heart” for the work of Key Ministry.

Preferred

May additional equivalent education above the required minimum be substituted for the indicated level of experience? ☒ Yes ☐ No

C. Additional Knowledge, Skills, Attributes required

Essential Qualities:

- A sense of passion for the mission of Key Ministry.
- A demonstrable commitment to Jesus Christ as Lord and Savior.
- Ongoing involvement in a local church.
- An entrepreneurial, risk-taking spirit.
- Team player.
- Willingness to work collaboratively with Director of Strategic Initiatives.

Preferred Qualities:

- Familiar with church culture and ministry health.
- Familiar with and embraces outward focused perspective.

Staff Support:

Employees of Key Ministry should expect...

- Encouragement and collaboration from staff and board
- Clear directions and consistent priorities
- Constructive, thoughtful feedback
- The ability to complete tasks and make decisions with the confidence that the board and staff trust and support them
- Appreciation of the unique gifts and talents of all Key personnel

Physical Requirements

- Not Applicable

All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirements. Staff may be required to perform other job-related duties as requested by their supervisor. This job description reflects assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Upon completion, electronically forward Job Description to HR for review and grading.

To Be Completed by Human Resources

Level: _____

FLSA Status: ☐ Exempt ☐ Non Exempt

Approved:

HR Director

Date