

Position Description

Church: Newberg First Presbyterian Church

Job Title: Media and Communications Director (Part Time)

Reports To: Head of Staff/Pastor

Relates To: Pastor, Media and Technology Committee, and Church Staff

Pay Rate: \$25 (5-10 hours per week)

Purpose

The Media and Communications Director of Newberg First Presbyterian Church oversees the church's digital presence, technical worship operations, and internal/external messaging. This position serves to enhance worship, engage the congregation, and reach the local community through creative media, communications and reliable technology.

Relationships

- Pastor and Church Staff
- Media and Technology Committee
- Worship Committee
- Church Leadership
- The community, including other churches and organizations in the Newberg area

Responsibilities

Worship Technology

- **Livestream & Recording:** Manage the technical execution of weekly live broadcasts and other events, ensuring high-quality audio and video for online and in person attendees.
- **System Oversight:** Maintain and troubleshoot Audio, Video, and other systems used to enhance livestream events and other worship services.
- **Volunteer Management:** Recruit, train, and schedule volunteer teams for production events.
- **Budgeting:** Manage the communications and technology budget, including equipment upgrades and software renewals.

Social Media Communications and Marketing

- **Web Management:** Serve as the church webmaster. Design social media content to ensure the church website and other social media platforms are user friendly, informative and updated with current and upcoming events, sermons, and other important information.
- **External Outreach:** Work with Church leaders to develop and maintain a consistent brand voice across all digital and print platforms. Manage social media strategy to attract and welcome new visitors.

Qualifications

- A growing and active Christian faith.
- Demonstrated experience with audio, visual and other technology systems, social media platforms and social media management.
- Exceptional written and verbal skills; ability to explain technical concepts to non-technical staff and volunteers.
- Professional experience in social media design, communications, or production.
- Ability to recruit, train and support volunteers.
- Ability to occasionally lift and move technical equipment (up to 25–50 lbs.).
- Position requires presence on Sunday mornings and occasionally for evening rehearsals or special events at other times.
- Dependable work ethic and ability to collaborate in a positive, team-oriented environment.