

## GRACE COMMUNION INTERNATIONAL

### JOB DESCRIPTION

**JOB TITLE:** Digital Content Developer

**DEPARTMENT:** Media

**REPORTS TO:** Media Coordinator

**SUMMARY:** The Digital Content Developer is responsible for creating deliverables (such as video, podcasts, graphics, etc.). Responsibilities include the design and technical aspect of creating the deliverables. To be successful as a Digital Content Developer, one should be highly motivated, creative, and possess solid knowledge of marketing competencies; also committed to supporting the GCI vision through networking and sharing inspirational stories across all platforms. Is knowledgeable and supportive of employer vision and mission.

#### **ESSENTIAL FUNCTIONS:**

- Collaborates with Media Team to plan, develop, and distribute projects.
- Produces, directs, shoots, and edits video content, including studio, event, and promotional footage.
- Creates and delivers digital media projects from concept to finish across multiple channels and audiences.
- Edits and controls the quality of assigned digital denominational communication projects.
- Maintains digital archive of produced materials.
- Communicates with key leaders domestically and internationally to develop new content and strengthen the viewership and relevancy of outgoing products.

#### **QUALIFICATIONS:**

##### **REQUIRED:**

- Membership in a GCI church is required, any exceptions must be Board approved.
- Bachelor's degree plus 2 years of professional experience in video or motion picture arts, marketing, communications, journalism or a related field, or equivalent combination of education and experience.
- Proficient in use of MS Office and Google App online products.
- Proficient in use of multiple social media platforms and Wordpress CMS
- Proficient in use of Adobe Premiere Pro CC and other applicable Adobe products.
- Demonstrated ability to produce video from concept to finished product.
- Experience in using video production equipment, including camera, sound, and lighting.
- Expertise in production and professional etiquette, as well as production safety standards and risk assessments.
- Working knowledge of image manipulation software and motion graphics software, to edit and manipulate photos and graphics for use in video and animations.

**COMPETENCIES:**

- **Team player:** collaborative, adaptive, and communicates well with others; knows where he or she is weak and finds others to fill in those gaps. Balances team and individual responsibilities; Exhibits objectivity and openness to others' view.
- **Creative:** innovative, problem solver, and finds ways to improve the status quo.
- **Life-long learner:** can take direction and feedback well; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Design:** Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Occasionally required to travel
- Frequently required to stand
- Frequently required to walk
- Continually required to sit
- Frequently required to utilize hand and finger dexterity
- Frequently required to talk or hear
- Frequently utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry more than 50 pounds
- Non-exempt position
- Salary Range: \$52,000 - \$62,000

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*