



MINISTRY DESCRIPTION

Title: Creative Digital Media Coordinator
Department: Creative Communications
Reports to: Creative Digital Media Director

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:

The Creative Digital Media Coordinator (CDMC) supports the ministry of Convoy of Hope by shooting and editing footage in domestic and international settings that show the organization's stories, promotes our mission, and moves people to give to our work and advocate on our behalf. The CDMC also lends creative and visionary input to scripting, storyboarding and video and photographic projects so they tie seamlessly into overarching campaigns and mission of organization.

Essential Duties and Responsibilities:

A CDMC is part director, part sound engineer and part editor.

This individual will serve and support all departments of the ministry by shooting, editing and producing videos. This would include; pre-production, writing, storyboarding, building sets, shooting (on the field and in studio), audio mixing, editing, and graphics creation. Act as a resource to the various departments by serving and helping them with their video needs. Make recommendations on projects and help develop budgets for the above.

1. Work with Vice President of Creative Communications and other team leaders on other media projects as needed. This could include photo shoots, Film shoots, graphics projects, Photoshop projects, duplication projects and others.
2. Assist the Creative Digital Media Director in keeping all video and photo equipment maintained and in good repair.
3. Other projects as assigned by the Creative Digital Media Director.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's Degree preferred; High School diploma or equivalent required.
2. 3+ years experience working in video production with an emphasis on experience in shooting and editing, preferably with decision-making responsibilities. Advanced knowledge of computer editing software such as Final Cut Pro, After Effects, Motion, and DVD Studio Pro. An advanced knowledge of Macintosh computer systems.
3. Good analytical abilities in a media production environment. The ability to work effectively with the Video Services Director to enhance Convoy of Hopes Media production quality.
4. Ability to shoot, produce, direct and edit video projects without immediate supervision.
5. A solid working knowledge of the video production and duplication processes.
6. Good people skills. The ability to interact and get along with various types of people in a positive work environment.
7. Ability to positively contribute to team projects and work with other team members.

8. Ability and willingness to travel domestically and internationally with very little notice.
9. Possess a valid driver's license and method of transportation for pickup and deliveries.
10. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
11. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
12. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:
No supervisory responsibilities

Created: Kirk Noonan 6/14
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