



MISSION STATEMENT

Beachmont Christian Ministries exist to proclaim the good news that Jesus Christ came into the world to give eternal life to all those who believe in Him.

Position Title: Multi-Media Coordinator

Type: Full Time, Hourly

Base Hours: 40-44 hours per week

**Times may vary with the overall schedule of activities and needs.*

Department: Marketing

Reports To: Program Manager and Communications Manager

Effective Dates: Seasonally, Mid-June through end of August (11 weeks)

Start Date: June 10, 2024

Purpose of the Role

The Multi-media Coordinator's role is responsible for creating, organizing, and disseminating marketing materials for Beachmont's various summer programs.

Strategic Principles

Every staff member at Beachmont is expected to:

- Support and contribute to the overall organization's mission to honor God, share His love, and serve others.
 - Carry out the organizational mission of Beachmont with a drive and passion.
 - Affirm and live out Beachmont Christian Ministries's statement of faith.
 - Demonstrate the attributes of Biblically-sound servant leadership.
 - Value the input we receive from our colleagues, seasonal staff, volunteers, and guests and use it to enhance our collective efforts and experience.
 - Actively enhance and promote the Staff Team mindset of continual improvement.
 - Have fun! We work in a great environment, on a beautiful campus, with terrific people!

Key Responsibilities

- Model Godly, professional, and appropriate behavior to campers, parents, and staff.
- Disciple Junior Counselors and campers in their walk with God.
- Videography and photography for day camp, teen night and family night programs.
 - Teen Night: audio and visual setup and teardown; running slides and videos.
 - Day Camp: Create a weekly recap video (for reference, please visit):<https://www.youtube.com/watch?v=eihIk0JQe1g&list=PLVrxtkmU0tZXSmM1wmTQgAtS9F8HFhora&index=1>
 - Family Night: Assist with family night set-up, make sure recap video and all slides are ready on the computer.
- Balance demands for the Summer Day Camp, Teen Night and Family Night programs.
- Assist in multimedia distribution, namely uploading multimedia to Beachmont's YouTube channel and disseminating out through Facebook and Instagram when appropriate.
- Ensure all communications are consistent and meet brand guidelines and standards.
- Adhere to all Beachmont Christian Camp policies, procedures, emergency action plans, and COMAR requirements for a summer day camp.
- Follow a full daily and weekly schedule of responsibilities.
- Perform other work-related duties as assigned.
- Attend all assigned meetings and devotions in a punctual manner.
- Communicate clearly, pro-actively and consistently.
- Work well within a larger team, but also independently as appropriate.
- Adhere to deadlines.
- Utilize a strong set of technical skills to effectively carry out assigned tasks.
- Serve all of our guests in a Christ-like manner.
- Take pride in creating a quality, visually-compelling product.
- Serve on our Teen Nights (Tuesdays, 6:15PM - 10:15PM).

Position Requirements

- Must be at least 16 years old.
- Practicing follower of Christ who is passionate about growing in their faith.
- Ability to adhere to safety protocols, including all policies and procedures.
- Each staff member must complete a background check in order to be hired.
- Photography and videography experience.
- Experience with editing video and images.
- Good written and verbal communication skills.

- Good digital literacy — able to use web technologies, photo and video editing software, smart-phones, projectors, computers and tablets.
- High level of attention to detail.
- Drone experience is preferred.
- Complete tasks and projects with tight deadlines.
- Commitment to doing things with excellence.
- Commitment to ongoing professional development.

Preferred Software Knowledge (or willingness to learn)

- Dropbox
- G-Suite- Gmail, Google Docs, Sheets, Slides
- Microsoft Office
- Adobe Creative Cloud
- ProPresenter
- Social Media (Facebook and Instagram)