



JOB DESCRIPTION

Job Title: Multimedia Assistant
Employment Status: Full-Time

Department: Communications
Direct Report: Luke Cornwell

Do you have a creative passion for multimedia and a knack for turning ideas into impactful visuals? Realife Church is on the lookout for a Multimedia Assistant to join our dynamic communications team. As a vital part of the squad, you'll be diving into the exciting world of video, graphics, publications, and social media, helping us weave an engaging narrative that reflects our mission: **"To create a place people love, so they can experience a loving God."**

Summary of the Position:

The Multimedia Assistant helps Realife Church maintain a high-quality video, graphic, publication, and social media impact in all internal and external media. Daily responsibilities will be to assist the communications director and communications department to ensure projects are done in a timely, organized, and excellent manner.

Objectives of this Role:

- Infuse Realife's culture and vision into compelling videos, high-quality graphics, effective websites, and relevant social media channels.
- Collaborate across creative disciplines, supporting the communication department's diverse projects.
- Organize and guard creative digital and physical media assets.
- Collaborate with Realife departments to bring their visions and projects to completion.

Skills and Qualifications:

- Ability to manage multiple projects, organize tasks, and prioritize workload
- Excellent time management skills
- Excellent written and verbal communication skills
- Ability to think ahead, anticipate needs, and offer creative solutions
- Advanced computer skills and a basic understanding of creative software (i.e. Adobe Creative Suite) with an aptitude for learning new applications.
- General knowledge of design concepts with a pulse for current trends and techniques
- Desire and ability to work with other creative teams and individuals
- Communicate project progress with the Communications Director & ministry departments

Responsibilities:

- Execute the planning and create content for social media, email campaigns, website, printed materials, video projects and more.
- Showcase the things God is doing in and through Realife Church
- Create and manipulate for layout, written and visual content including but not limited to graphics, logos, and videos, e-newsletter, flyers, social media, lobby monitors, etc.,
- Facilitate best practices for Realife Church departmental online presence (i.e. kids, students, small groups, etc.)
- Supports the Communications Director in various community engagements and community-building initiatives to enhance Realife's internal and external community.

- Work with the Communications Department to acquire video, photography and stories of life-change.
- Write and edit print, online, and video text as needed
- Support and assist in the maintenance of Realife's Media Storage, Shared Drives, and physical media such as flyers, signs, books, etc.
- Support Pastors and Directors with an upbeat and positive attitude while working in a time-sensitive and demanding environment
- Show up with enthusiasm to church-wide events
- Other duties as assigned by the Communications Director

About You:

- You don't call them 'deadlines', you call them 'lifelines', because you THRIVE on hitting the mark.
- When you hang out with friends, you don't just play video games, you are editing videos or learning the latest Adobe Creative Suite program.
- You have a board in your office that says, "Days since last missed deadline" ... and the number is a solid 365+.

If you're ready to infuse your creative energy into a community that's all about kingdom impact, send your resume and apply to join Realife Church's communications team, and let's *create a place people love* together!

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