

Vancouver Chinese Baptist Church
JOB DESCRIPTION for
Multimedia & Audio/Visual Associate

The Multimedia & Audio/Visual Associate is primarily responsible for assisting the church in implementing, upkeeping, and developing multimedia and audio/visual strategies and infrastructures to supplement the church's ministry needs.

This position reports to the Senior Pastor (or designated Associate Pastor) who will supervise, evaluate and provide a report of evaluation to the Personnel Committee.

Principal Duties and Responsibilities

To equip and assist the church and its leaders in providing multimedia and audio/visual solutions in support of the mission and visions of the church.

1. Coordinate, manage, and assist in the production, review, updating, and maintenance of church media content across all congregations. These contents include but are not limited to:
 - A. Weekly worship service livestreams
 - B. Social media
 - C. Video or audio productions
 - D. Photography & videography
 - E. Print communication media (i.e. posters, brochures, bulletin inserts)
 - F. Graphic design
2. Identify existing gaps in the church's audio/visual and multimedia infrastructure and/or strategies; provide suggestion and assistance for improvement and implementation in such gaps.
3. Provide training and support to church staff, leaders, and coordinate volunteers in the area of multimedia and audio/visual relevant to ministry needs.
4. Commitment to professional development & continuing education on a regular basis.
5. Duties and responsibilities will be reviewed from time to time.

Qualifications

- A. Is a committed follower of Christ who is passionate about helping other followers of Christ connect with one another and grow in their relationship with Jesus Christ.
- B. Be able to lead and communicate effectively in one-on-one, small and large group settings and be a team player.
- C. Must have gifts and competencies to effectively carry out this ministry position.
- D. Is committed to ministry philosophy and programs of Vancouver Chinese Baptist Church
- E. Subscribes to and agree with the VCBC Statement of Faith
- F. Shall have experience working with social media, audio-visual hardware and software, and graphics design.
- G. Proficiency in English and Chinese is required.
- H. Having cross-cultural experience in a Chinese Canadian church setting will be an important asset.
- I. Having experiences in web design and network systems will be assets but not required.