

Position Description

Digital Media Assistant

St. Paul Lutheran Church, Davenport, Iowa

Individual:

Employment: Part time

Approximately 12-15 hrs/wk

Reports to:

Senior Pastor or Communications Director

Position Objective:

To enhance the worship life and digital presence of St. Paul.

Core Competencies:

Strong Communication skills
Ability to balance multiple projects
Attention to detail
Collaborative
Recruits and equips volunteers

Essential Responsibilities:

Prepare slides for worship including announcements, prayers, and music
Ensure media coverage for all worship services including church holidays.
Help with the editing of St. Paul's portfolio of podcasts and other assets as needed

Desired Characteristics:

Creativity
Flexibility
Self-starter
Optimism
Team player