

Creative Media Coordinator

First Reformed Church

March 2026

Employment Details

This is an hourly position of up to 30 hours per week.

Position Summary

The Creative and Digital Media Coordinator supports the mission and ministries of First Reformed Church by helping communicate the message of the gospel and the life of the church through creative media, digital platforms, and Sunday morning visual environments. This position plays an important role in helping people see, hear, and engage with the message of Christ through thoughtful design, engaging content, and effective digital communication.

Spiritual Qualifications

1. Give evidence of a vital personal relationship with Jesus Christ.
2. Have a general knowledge of the Bible and the doctrines of the Reformed faith, accepting the Bible as the inspired Word of God.
3. Agree with the mission and vision of First Reformed Church: "To give glory to God, to know Christ and to make Him known."

Essential Responsibilities

Content Creation

- Develop digital content from Sunday sermons and other ministry teachings for blog posts, devotionals, and social media, utilizing AI tools as part of the content development process.
- Explore new ways to share church content through social media platforms.
- Research social media trends and observe effective strategies used by churches, ministries, and organizations, offering suggestions for improving how we create and share content.

Digital Communications

- Manage website, app, and social media content updates.
- Post and monitor Facebook and Instagram content.
- Track and evaluate social media performance and trends.
- Coordinate the church website and app with Planning Center to ensure accurate information and a consistent message across platforms.

Media and Design Production

- Design graphics and update visual media across church screens, social platforms, and printed materials.
- Design and produce printed materials such as bookmarks, flyers, and signage.
- Capture and process photography for digital and print use.
- Record, edit, and upload announcement and ministry-related videos.

Sunday Media and Worship Support

- Ensure the livestream is functioning properly on Sunday mornings and communicate any issues to the Director of Ministry Operations.
- Oversee the Social Media Livestream Hosting team, including recruiting, scheduling, and training.
- Work with the Worship Leader to ensure a cohesive visual environment in the sanctuary, including selecting motion backgrounds, coordinating visual elements during worship and preaching, and supporting the overall atmosphere of Sunday morning services.

General Expectations

1. Demonstrate the ability to assume a cooperative and supportive role within a multiple-staff ministry at First Reformed Church.
2. Be accountable to the Director of Ministry Operations for the fulfillment of assigned responsibilities.
3. Connect regularly with the Director of Ministry Operations and the Office Administrative Assistant to ensure consistency in language, graphics, and the timing of church communications and event promotion.
4. Demonstrate ability or interest in graphic design, photography, and videography, along with a willingness to learn and grow in these areas.
5. Experience with Canva, Planning Center, and DaVinci Resolve is preferred but not required.
6. Experience with technology such as computers, printers, networking, or troubleshooting technical issues is helpful but not required.
7. Communicate clearly and respond in a timely manner to staff and ministry leaders regarding media and communication needs.
8. Plan ahead and manage projects in order to meet weekly communication deadlines and ministry timelines.
9. Be present on Sunday mornings.
10. Attend staff meetings.

Work Schedule and Supervision

This is an hourly position with the expectation that the employee will complete the responsibilities of the position in a timely manner and according to the standards set by First Reformed Church. The position operates on a flexible work schedule, with a regular weekly schedule established in coordination with the Director of Ministry Operations to best meet the needs of the church. Reasonable consideration will be given to the employee's personal schedule when possible.

Future pay adjustments may be considered through annual evaluations and recommendations as approved by the Deacon Board.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.