

**Audio/Visual Media Coordinator  
Job Description  
Lord of Life Lutheran Church  
Bismarck, ND**

**Primary Purpose of this Position**

This position would be responsible for creating weekly worship PowerPoints, live streaming Sunday worship, assisting church staff with social media updates, assisting with set-up and take-down of A/V equipment and assisting the Team of Worship and Music recruit and train A/V volunteers.

**Attributes and Competencies**

1. Experience in PowerPoint development and use of social media sharing sites.
2. Experience with website design and maintenance.
3. Experience with video/content creation and live streaming.
4. Experience with A/V setup and operation of the equipment associated.
5. Must be able to collaborate with special services teams, which involve evenings and/or weekends.

**Responsibilities**

1. Coordinate with pastoral and office staff to create weekly visuals for Sundays, Wednesdays and any holidays using PowerPoint or other worship-based software.
2. Facilitate the set up and control of all A/V equipment for weekly worship services. Assist, if available, for special events, weddings, and funerals, as requested.
3. Maintain current production equipment and research potential upgrades or repairs as needed.
4. Create and manage a volunteer pool and a volunteer schedule for Sunday and Wednesday services.
5. Provide training as needed to volunteers on both audio and visual equipment.
6. Assist staff with congregational communication through use of social media sites and direct media contacts (emails, text, or website) for those members or special projects who wish to receive weekly updates.
7. Assist in updating and maintaining Lord of Life's social media sites.
  - a. Facebook, YouTube, church website

**Compensation**

The AV Media Coordinator is a part-time flexible position up to 15 hours a week.