

Zion Reformed United Church of Christ

Position: Multimedia Specialist

Classification: Part Time/Exempt

An employer/employee relationship shall exist between Zion Reformed UCC and the Multimedia Specialist.

The Multimedia Specialist shall be an employee at will and authorized to work in the state of Maryland.

The Multimedia Specialist shall report to and receive guidance from the Pastor and the President of the Consistory.

Essential Duties and Responsibilities

- Works with the Administrative Team and Pastor to publish weekly worship bulletins, special service bulletins, and the monthly newsletter
- Works with the Multimedia Team and Pastor to create PowerPoint slides for worship including pre-service announcement slides
- Works with the Multimedia Team and Pastor to ensure that the church website is current
- Works with the Multimedia Team and Pastor to create and maintain an online social media presence with frequent updates
- Creates and edits church brochures and other promotional materials as needed
- Proofreads and edits materials created by the Administrative and Multimedia Teams before being published
- Assists the Multimedia Team with worship on Sunday mornings and during special services
- Schedules and maintains internal communications using ZOOM in coordination with the Multimedia Team
- Is able to lift and carry 25 pounds as needed
- Attends staff meetings bi-weekly
- Completes other duties as assigned

Required Knowledge, Skills and Abilities

- Demonstrates commitment to the church's mission and message
- Uses Microsoft Office Suite including Word, Excel, Access, PowerPoint and Publisher efficiently
- Uses graphic design software such as Adobe Creative Cloud including Photoshop or other compatible graphic design software to create custom graphic content efficiently
- Uses WordPress website editor efficiently and has a basic proficiency in HTML coding
- Works at a fast pace and is able to meet weekly deadlines
- Offers a gracious welcome to visitors and members, especially in times of grief and crisis
- Maintains strict confidentiality and uses good judgment in dealing with sensitive and personal issues
- Communicates effectively orally and in writing
- Is a self-starter with an innovative approach to multimedia administration

- Is able to prioritize with minimal guidance or assistance
- Is willing to be cross-trained with other staff as needed
- Is a team player

Education and Experience

- High school diploma or a GED equivalent is required
- Associate's degree recommended
- Prior experience or training creating strong engaging content is required

Salary and Hours

The Multimedia Specialist will work 20 hours per week at an hourly rate of \$16 - \$18 depending upon experience. Work schedule except Sunday mornings is negotiable upon hire.

Personnel Policy and Expectations

1. The Multimedia Specialist is governed by the conditions set forth in the job description.
2. The Multimedia Specialist will comply with the guidelines set forth in the current Zion Personnel Policy, the current Zion Network Privacy Policy, and the UCC Safe Conduct Policy.
3. The Multimedia Specialist must pass a background check in accordance with the UCC's Safe Conduct Policy.

Application Process:

Send or drop off cover letter and resume in a sealed envelope by September 7th, 2022, to Zion Reformed UCC, Attn: Personnel Team, 201 N. Potomac Street, Hagerstown, MD 21740. Additionally, you may email your cover letter and resume to Pastor Katie at pastorkt143@gmail.com. Questions and concerns may be directed to Pastor Katie by email or phone at 240.418.8028.

About Zion Reformed UCC

Zion Reformed United Church of Christ (www.zionreformed.church) is an inviting and active congregation of the United Church of Christ (www.ucc.org) in the mainline Protestant tradition. Located in downtown Hagerstown, Maryland, our congregation is over 250 years old with roots back to Hagerstown's founder, Jonathan Hager, making our church the oldest continuously used church in Washington County. We are a growing faith community intent on hearing the still speaking voice of God in the 21st century and creating a just world for all. We welcome and include people of every sexual orientation, gender identity or expression, age and size, color and culture, socio-economic circumstance, marital status, ability and challenge.

Vision Statement: To Share God's Inclusive Love, Uniting Us with Our Community

Mission Statement: To share the gospel of Christ in such a way that we find God, grow our faith, discover our purpose and make a difference

As followers of Christ, we share these Core Values:

1. Community: Where We Show Love of God And One Another
 - Welcoming All People
 - Celebrating Unity And Diversity
 - Working In Partnership With Other Churches
2. Spiritual Life: Where God Is Still Speaking
 - Encouraging People On Their Faith Journey
 - Listening Through Prayer
 - Forgiving And Being Forgiven
3. Discipleship In Action: Where Justice Isn't About "Just Us"
 - Striving To Imitate The Life of Christ In Thought, Word, And Deed
 - Being Good stewards of Time, Talent & Resources
 - Acting As Christ's Hands & voice In The World
 - Caring For God's Creation