



# Job Posting

| Position          | Department                            | Reports to                                  | FTE | FLSA Class |
|-------------------|---------------------------------------|---------------------------------------------|-----|------------|
| Media Coordinator | School of Ministry Studies / Seminary | Director of the Center for Thriving Leaders | .50 | Non-Exempt |

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964. Regular attendance is both expected and essential to the job.

**Scope of Responsibilities:** Assists in the production and delivery of the School of Ministry Studies' (SOMS)/seminary's digitally-based content, with a focus on the Proclamation project and Pathways as needed. This primarily includes the production of instructional content, educational materials, and support in the creation/distribution of promotional videos for both the Proclamation project and Thriving Leaders. Understands and interprets the SOMS/seminary's mission using powerful and professional media. This involves impacting and expanding our internal and external audiences through the professional production, post-production, and distribution of diverse media to all applicable constituencies. This requires capturing compelling media content, communicating via media to build credibility, and cultivating the participation of SOMS/seminary and Project stakeholders in ways appropriate to each group, in keeping with the supervision of both the Proclamation Project and Pathways. Year-round position. Ideal Candidate: Positive and sincere media professional having a strong work ethic and excellent communication skills, with complete buy-in to the SOMS/seminary, the Proclamation Project and Pathways initiative.

## General Responsibilities:

1. Intimately understand this position and consistently work in harmony with the SOMS/Seminary.
2. Proactively identify and master relevant media hardware, software, and skills to advance our work.
3. Set up and operate audio, video, lighting, and photographic equipment for capturing media at live events.
4. Expertly save, store, organize, maintain, edit, and retrieve all SOM/seminary-rich media files.
5. Produce multi-use and multi-platform media products able to advance the SOM/seminary goals.
6. Schedule media production, editing, and distribution in keeping with the projects' calendar of events.
7. Schedule media production, editing, and distribution in keeping with projects' content.
8. Plan, execute, and manage multiple media projects simultaneously while hitting production deadlines.
9. Interact and strategize with the Marketing Department, creating and sharing resources for promotion.
10. Perform other duties as requested by the Director of the Center of Thriving Leaders.
11. Adapt to quick editing projects as needed.

## Qualifications:

1. Completed Bachelor's Degree. Preferred: Major in Media Arts or Cinematography. Familiarity with Canon
2. Expertise in PC (Microsoft) platforms and the Adobe Creative Commons Suite (especially Premiere)
3. Ability to professionally capture, edit, and produce HD audio, HD+ video, raw photography, etc.
4. Having a conceptual understanding of content needed for the best impact on diverse social platforms
5. Understanding of project management and the ability to coordinate professionals & schedules to that end



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6. Ability to coordinate complex media projects, often with no assistance, while keeping production schedule
  7. Familiarity with/confidence in relating to students, Christian leaders, church pastors, and educational professionals
  8. Knowledge of Grace College and Seminary, higher education, and local church ministry
  9. Belief in media as a form of 'ministry' with a desire to help the seminary flourish and ministers grow
  10. High Christian commitment level with maturing faith, having strong communication and personal skills

**Status: Part-Time; Non-Exempt**

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).

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