

Media Assistant

Reports to: Assistant Pastor for Innovation, Strategy, and Support (or Executive Pastor, as designated)

Classification: Part-Time | Flexible Schedule with Sunday Involvement

Location: South Euclid United Church of Christ (Hybrid)

Job Category: Tactical Skillset

Position Summary

The Media Assistant supports the worship and communication life of South Euclid United Church of Christ through the creation of digital visual assets, technological system support, and worship stage coordination. This role manages graphics, YouTube channels (SEUCC and Senior Pastor), campus technology systems (excluding computers), and internal tools such as Basecamp and Planning Center.

On Sunday mornings, the Media Assistant also leads the recruitment, training, and weekly management of a volunteer stage crew that supports the Media Producer and Sound Engineer in real time. This role collaborates closely with the Assistant Pastor for Innovation, Strategy, and Support and the Media Producer to ensure smooth, spirit-filled worship experiences in both in-person and digital formats.

Core Responsibilities

- Design and prepare weekly worship visuals, including scripture slides, announcement graphics, lower thirds, and lyrics
- Manage and update both the church's and Senior Pastor's YouTube channels, including trimming Sunday worship into sermon-only broadcasts for the Pastor's page

- Maintain active working knowledge of Basecamp, Planning Center, and other related church systems to assist with ministry support and trainings
- Provide basic troubleshooting and training for staff and volunteer leaders engaging with these platforms; train 1–2 individuals to support in your absence
- Serve as the first point of contact for campus media technology (e.g., TVs, projectors, Polycom—not including computers)
- Recruit, train, and direct a volunteer stage crew to support the Media Producer each Sunday during worship; stage crew also supports the Sound Engineer
- Collaborate with the Media Producer to align the crew’s live execution with camera transitions, audio cues, and other production needs

Qualifications

- Strong graphic design skills using Canva, Photoshop, or similar tools (AI-generated graphics are not permitted at this time)
- Familiarity with YouTube channel management, including uploading content, writing descriptions, and creating playlists
- Basic video editing skills to isolate and upload sermon segments
- Proficiency in digital systems used in ministry settings (e.g., Planning Center, Basecamp, sound systems, basic AV setups)
- Excellent organizational and communication skill
- Proven ability to train and lead volunteers in live production environments
- Calm under pressure, highly collaborative, and detail-oriented
- Strong understanding of sacred space, worship flow, and spiritual tone

Additional Compensation Opportunity: Rental & Funeral Support

The Media Assistant may earn \$100/hour for providing media support during funerals and/or rental events hosted at South Euclid United Church of Christ. This opportunity allows for supplemental income while extending SEUCC's commitment to hospitality and excellence in hosted services.

- Basic funeral services are capped at \$100 total.
- If media needs exceed three (3) hours, the Assistant must consult with church leadership before confirming with the client.
- All time must be invoiced to the church and will be paid out of rental fees collected.

If interested, please submit resume and cover letter to adminassistant@southeucliducc.org