



Believers Temple Word Fellowship Church Position Description

Division Ministry of Helps (Volunteer Position)

Position Title Multi-Media Director

Position Summary

Under the general direction of the MOH Administrator and Assistant Administrator, the Multi-Media Director is responsible for partnering with the assigned MOH Facilitator to ensure that all ministries within the multi-media department operate efficiently and effectively; promoting the overall vision, mission and values Believers Temple Word Fellowship Church. The Multi-Media Director is responsible for the overall management of the Multi-Media Department and ensuring that the goals, policies and procedures are being followed effectively. Duties are inclusive of but not limited to the following:

Essential Duties and Responsibilities

- Meets on a scheduled and as needed basis with assigned Ministry of Helps Facilitator; serving as a communication liaison for the Ministry of Helps Administrator and Assistant Administrator.
- Partners with the MOH Facilitator to develop and implement a volunteer recognition program appropriate for ensuring that volunteers are managed equitably, treated fairly and appropriately trained.
- Partners with the MOH Facilitator in developing and publishing policy and procedural guideline information.
- Oversees the development and structure of all multi-media departments to ensure they function with excellence and are in-line with the mission and vision of BTWF.
- Hold mandatory monthly meetings with Multi-Media executive leadership team and crew members.
- Have a working knowledge of the media and broadcasting.
- Ensures media needs are met for all scheduled services, specials events, funerals, etc.
- Schedule and teach training workshop(s) related to Multi-Media functions.

Knowledge, Skills and Abilities

- Sound judgment and the ability to manage confidentiality
- Ability to serve as part of a team, and learn new skills
- Dependability/accessibility
- Experience managing staff/resources

- Excellent administrative skills
- Critical thinking and problem solving skills
- Ability to multi-task, managing several complex projects at once
- Customer service focus
- Working knowledge of Microsoft Word, Excel, internet applications, and email application.
- Excellent communication and organizational skills