

Family Life Ministries, Inc.

Creative Services Assistant/Videographer/Photographer

Re: Job Description

Family Life, located in the beautiful Finger Lakes area of New York, has an opening for a full-time member of the Creative Services team. Family Life is in its 63rd year of ministry and includes a regional radio network of 65 signals throughout New York and Pennsylvania along with full-time departments in Performing Arts, Biblical Counseling, and Events.

The Creative Services Assistant will support and promote ministry outreach through photography, videography, creative writing, and online communication. The individual chosen to fill this position will have the opportunity of working with a talented team of over 60 staff members. An overwhelming sense of God's call to use one's talents and life to advance His work are necessary requirements to fill this position.

Family Life considers partnership with local churches and other Christian organizations / ministries a high priority. Integrity, excellence, teamwork, and a passion to serve characterize the ministry of Family Life. Email resume and portfolio to ricksnavely@fln.org or mail to Family Life: POB 506; Bath, NY 14810.

Responsibilities include:

- Photographing elements of Family Life Events
- Creating videos for promotional purposes on social media
- Video taping Family Life stage production rehearsals
- Overseeing video post-production of Family Life performances
- Brainstorming on video projects for "Behind the Scenes"
- Generating website content
- Supporting social media outreach
- Collaborating with team members and staff from other departments
- Overseeing projects from conception to completion
- Ensuring that all design work meets organizational branding standards
- Reporting directly to the Creative Services Director
- Attending all weekly staff meetings (held on Wednesdays)

Required qualifications:

- Bachelor's degree in Film Production, Media Communications, Photography, Videography, or related field
- Strong copywriting skills

Proven photography, videography, sound design, and lighting experience with Canon cameras

Skills in photo/video editing with Adobe Creative Suite

Time management skills and the ability to multitask

Knowledge of Microsoft Office

Attention to detail

Professional work ethic

Great interpersonal communication skills and able to work well with others in a team setting

Great competency of film, photographic elements, color grading, and editing

Possession of a valid driver's license.

Capability to bend, lift, and carry objects up to 40 pounds.

Night and weekend hours may occasionally be required.

Special consideration will be given to applicants who also possess the following:

Bachelor's degree in communication studies, videography, photography, marketing, graphic design, or related area

At least three years of professional experience

Experience with HD video cameras and editing with Adobe Premiere / Audition

Review of applications will begin immediately and continue until the position is filled.