

Media Director

1. Post copies of group mailings on the appropriate bulletin boards, websites, social media pages.
2. Before the first of the month be sure all lists in the church are current and updated on the website.
3. Produce and post online worship services and coordinate volunteer booth operators.
4. Schedule the programmers to prepare the service slides (Proclaim and other resources), overlays and script for the livestreamed services, serve as the main livestreamer and producer for church services and events.
5. Train and schedule digital ministry teams including programmers, booth operators and others as needed.
6. Serve as website editor by providing content, both original and curated, to the volunteer webmaster who maintains the site.
7. Develop and execute a social media strategy for Iona-Hope, including developing and curating content, scheduling content releases, maintaining a social media editorial calendar, and tracking social media content to further the strategy, broaden the audience and help grow the congregation
8. Serve as the main administrator of the FaceBook, YouTube and Instagram pages, coordinating with the Rector and other admins in creating posts, and positively reflecting Iona-Hope by responding to online comments. Propose new Social Media platforms as appropriate.
9. Assist ministry and small groups such as One More Time Thrift Store, Christian Education, Invite, Welcome and Connect and others with their online communications as needed and as available.
10. Provide production expertise for special digital media projects as needed
11. Engage and connect parishioners virtually.
12. Assist rector and staff with online faith formation opportunities for all ages
13. Coordinate setting up the audio/video equipment for outdoor services, assist with online registration for services.
14. Assist parishioners with IT issues as time allows
15. Promote Iona-Hope's online presence, including One More Time Thrift Store

16. Interface with Diocese of Southwest Florida to utilize online Diocesan materials for parishioner use
17. Work with Rector to expand digital avenues for innovative expressions that will offer Iona-Hope a way to respond to the ever-changing world reality in relevant and meaningful ways.
18. Use networks and colleagues in the wider church for resourcing social media ideas/content
19. Promote Iona-Hope events locally and on a national church level
20. Build and promote branded graphic designs for social media
21. Collaborate with church office manager in the formation of print materials for multi-platform use
22. Cross train with Office Manager to serve as backup when needed
23. Other duties as assigned

Media Director

Wednesday 5 hours. Thursday 5.5 hours. Saturday 2 hours. Sunday 2.5 hours. (15 hours per week)