



**Job title** *Video Editor*  
**Reports to** *Media Team Leader*

#### **Job purpose**

The Video Editor is responsible to oversee the design, creation, and edit of all video product of CLUB1040.

#### **Remuniation**

Our missionary staff volunteers raise financial support to cover salary, benefits and ministry expenses. CLUB1040 can provide training to develop support. Reasonable expense reimbursements are available with prior written authorization.

#### **Duties and responsibilities**

The primary job duties and responsibilities of the Media Team Leader are to manage media projects from concept to completion for CLUB1040.

- Participate in CLUB1040 SHAPE Profile and Development program
- Collect, edit, design, and publish video projects
- Maintain corporate image, color and graphic standards and continuity through all video products
- Identify cost saving processes and means of production and distribution
- Maintain an interdivisional accessible library of media content and 'ready to use' graphics
- Manage the distribution across all channels of video content and track analytics and performance metrics
- Prepare and present oral and written reports, as requested on performance metrics for ongoing projects

#### **Qualifications**

The ideal candidate for Media Team Leader will possess the following minimum qualifications.

Qualifications include:

- B.A. in a media / design related degree program or 3 years' experience in a media titled job
- Proficient in photo and video editing software, (i.e. Adobe Photoshop, Final Cut Pro, After Effects, etc.)
- Excellent oral and written Communication and Presentation skills
- Ability to manage multiple tasks simultaneous

#### **Working conditions**

Media Team Leader will primarily work from home, but on occasion will be needed to attend CLUB1040 office briefings, events and extra local sessions.

#### **Physical requirements**

The position necessitates the Media Team Leader to sit for long periods, working in a computing environment.

#### **Direct reports**

Responsible to recruit, train and manage media savvy team members to assist in execution of assigned responsibilities.

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*NOTICE: This posting is for a volunteer missionary position and should not be considered as an offer for full or part time paid employment. In some cases, certain staff volunteers might be considered for employment; however, no such offer is guaranteed by acceptance of a volunteer position nor is it implied.*

**Approved by:** *Divisional Leader, Operations*  
**Date approved:** *June 23, 2016*  
**Reviewed:** *June 23, 2016*