

**FRIENDS CHURCH  
VIDEO STORYTELLER/EDITOR  
JOB DESCRIPTION  
FULL TIME**

**JOB PURPOSE**

**To be the primary video storyteller of what God is doing in and through Friends Church by coordinating, storyboarding, filming, editing and producing monthly story videos.**

**ESSENTIAL FUNCTIONS**

**Some of the primary duties include:**

- Develop pre-production concepts, storyboarding, script writing and perform story interviews.
- Plan and carry out video shoots including coordinating with staff and volunteers, managing a production schedule and identifying and capturing great stories.
- Perform the editing and post-production on all media projects, including importing content, working with a variety of compression formats, basic audio sweetening, and media delivery.
- Create motion graphic based content.
- Manage priorities working on multiple concurrent projects, independently at times as well as closely within a team.
- Must be available to work weekends, weeknights, and holidays, as needed.
- Keep current in all job-related fields.
- Must be available to travel domestically and internationally for up to 30 days per year.
- Cooperate with the Communications Director by performing any other duties when assigned or instructed.

**QUALIFICATIONS**

**SPIRITUAL:** Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active attendees of Friends Church.

**EXPERIENCE, EDUCATION AND LICENSURE:** A minimum of five years of relevant editing and/or graphics experience.

**KNOWLEDGE AND SKILLS**

**SKILLS:** Proficient in MAC software, should have extensive knowledge of professional video production software; including Final Cut Pro, Premiere, After Effects, Photoshop, and audio editing software. Good time management, coordination, active listening skills, and judgment and decision-making skills.

**ABILITY:** Ability to comprehend oral and written information. Must display inductive reasoning, originality and fluency of ideas.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and stand, talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Yorba Linda Friends Church reserves the right to change, rescind, add or delete the duties and responsibilities within this job description at any time.**

**GENERAL SIGN OFF**

The employee is expected to adhere to all Church policies and to act as a role model in the adherence to Church policies.