

Christ Presbyterian Academy Job Description  
Media Coordinator

**POSITION PURPOSE:** The Media Coordinator serves CPA by providing excellent writing and editorial skills and social media coordination to implement marketing and communications strategies.

**POSITION HELD BY:**

**SUPERVISES: None**

**DIRECT REPORT:** Director of Communications

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**POSITION OUTCOMES/EXPECTATIONS:**

- I. Plans and prepares content for online dissemination.
  - II. Researches potential articles, writes and edits copy, confirms facts, and ensures work follows editorial and branding standards.
  - III. Scripts and executes short-story videos (1-4 minutes) for online use that promote the life of the Academy.
  - IV. Contributes current marketing-quality photos to the photo library for online and print media use.
  - V. Implements ongoing content and visual updates to CPA website.
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**QUALIFICATIONS AND REQUIREMENTS:**

Education

- Bachelors Degree in communications, public relations, or journalism.

Experience

- Two to four years' experience in communications, public relations, journalism, or writing/editing for marketing required.

Skills and Abilities

- Possess strong interpersonal/relational skills, organizational and time-management skills, and have the ability to work well with numerous deadlines in a fast-paced environment.
- Possess strong computer software skills including Microsoft Office Suite and Adobe Creative Suite (CS6).
- Excellent writing and editing skills; ability to check for consistency, verify facts, and repurpose content.
- Video and photography skills including editing software such as iMovie, Adobe Premiere Pro, and PhotoShop.
- Skilled in social media content coordination; content-management systems and search-engine optimization (SEO).

Requirements

- All employees must commit to performing their duties in accordance with the stated mission and purpose of the school, CPA Policies and Procedures

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Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.

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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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**SIGNATURES AND APPROVALS**

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Employee Signature

Date

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Administrator Signature

Date