



Job Description

Position: Video Assistant

Reports to: Visual Director

Schedule: Part-time, Hourly, Non-Exempt

Schedule to be determined based on assigned projects. Must be available for special events, video shoots and occasional weekends may be required.

Employment

Classification: Administrator/Assistant (A)

Position Summary

The Video Assistant supports the Visual Director in the planning, production and delivery of video content that engages and informs The Compass Church community. This role is responsible for assisting in all stages of video production, from concept development through final editing, while helping to communicate ministry initiatives, events and stories through creative and compelling visual media. Through their work, the Video Assistant helps The Compass Church fulfill its mission of *Helping People Find & Follow God*. The ideal candidate is both technically skilled and creatively driven, with the ability to manage multiple projects and adapt in a fast-paced, team-oriented environment.

Primary Responsibilities

- Lead video projects from storyboard concept through post-production delivery in collaboration with the Visual Director
- Produce video content to engage the church community, including testimonies, teaching videos, ministry highlights and special event communications (e.g., baptisms, online services, website content)
- Participate in midweek and weekend recordings as schedule allows
- Capture and edit clips from weekend services for social media and promotional use
- Apply knowledge of current media trends to create engaging and relevant content
- Collaborate effectively with Staff and volunteer ministry teams
- Manage multiple projects in a fast-paced environment while meeting deadlines

Qualifications & Skills

- 3–5 years of professional experience in video production or design
- Strong portfolio demonstrating a range of completed video projects
- Proficiency in Adobe Creative Suite, including Premiere Pro, After Effects and Photoshop
- Working knowledge of video, lighting and audio recording equipment
- Strong verbal and written communication skills
- Ability to prioritize workload and manage time effectively
- Self-starter with the ability to work independently
- Adaptable and responsive to challenges or changing priorities
- Receptive to constructive feedback
- Comfortable balancing routine tasks with interruptions and troubleshooting needs
- Ability to quickly learn new tools, systems and processes

Additional Requirements:

- Attend weekly Campus and ministry Staff meetings
- Attend monthly All-Staff meetings
- Affirm the Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America
- Regularly attend weekend worship services at The Compass Church
- Become a member of The Compass Church within 12 months of employment (spouse included if married)
- Basic proficiency in Microsoft Office
- Willingness to take on additional duties as assigned