



## Position Description Contract Video Editor

Individual:  
Accountable to: Worship Pastor

FLSA Classification: Contract  
Supervises: N/A

Position: Contract video editor to assist Fellowship Hi-Crest with video editing projects on a weekly basis.

Work schedule:

- Flexible 12 hours per week in video editing, administration, shooting, and review.
- \$20 per hour.
- Timely turnaround on video projects (three-day max unless otherwise specified)

### **Fellowship Hi-Crest Mission:**

Fellowship Hi-Crest (FHC) exists to walk with others in community through the power of Jesus Christ.

### **Expectations**

- Edit high-quality video with a mix of text, graphics, photos, and music.
- Produce social media-specific videos for the platform and delivery with mobile delivery in mind.
- Manage storage of projects and ensure organization standards and back-ups are properly implemented.
- Completes projects on time or communicates when complications or issues arise with completing projects.
- Communicates when what is asked is unreasonable or will not benefit the project.
- 24-hour email response from Monday through Thursday.
- Collaborate with the Social Media Director and Administrative Assistant on the website and other social media content.
- Work autonomously with the Fellowship Hi-Crest team to produce videos for all ministry areas.
- Update and streamline video request processes as necessary for efficient ministry work.
- Attend weekly team meetings as necessary.
- Provide creative consultation to the FHC staff on video projects.

### **Observable Qualifications**

- 2-3 years of related work in video editing.
- Demonstrated proficiency in production, video editing, sound design, and video compression codecs.
- Knowledge and experience with Adobe Creative Cloud, including Premiere Pro, After Effects, Photoshop, and Audition.
- Knowledge of matching video to music and working with Sound Effects.
- Strong attention to detail and excellent organizational skills.
- Takes the initiative to communicate problems and look for solutions.
- A team player – works well with others to reach a common goal.
- Commitment to executing all tasks and assignments at the highest achievable level of excellence.
- Adaptability and flexibility.



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- Able to work with After Effects Templates.
- Working knowledge of Canva.
- Has knowledge of export standards for Facebook, Youtube, Vimeo, and other social media or video platforms.
- Exhibits integrity and trustworthiness.

**Specific Responsibilities**

- Work with Fellowship Hi-Crest leadership, volunteers and or partners to facilitate shoot and edit internal and community highlight videos weekly.
- Work with Stories Team volunteers to facilitate shooting and editing of 3-5 minute testimonial videos to be shared with the public.
- Manage the FHC video production schedule and provide regular updates to the FHC team.
- Organize and manage FHC video files and backup files weekly.

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Team Member Signature

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Date

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Team Member Print Name