

**JOB POSITION: Media Coordinator (MC)****Reports to:** Marketing & Communications Director(s)**Location:** Troutdale, OR | Full-Time Hourly Position

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**JOB DESCRIPTION**

Responsible for filming, editing, and producing media content as it relates to the organization and any other duties as assigned. The MC is responsible for the continual development of Pure Desire's media presence by producing and publishing content on a consistent basis. The MC works collaboratively with the Marketing & Communications (MARCOM) department, contributing to the overall brand development, representation, and communication of products and services.

**QUALIFICATIONS**

- Experience with Adobe CS especially Premiere Pro and Audition (Illustrator, InDesign, Photoshop, and Acrobat are a plus).
- Experience with video and audio editing
- Experience with G-suite apps: Google Drive, Gmail, Google Calendar
- Admin experience with social media platforms: G+, Facebook, Twitter, Instagram, etc
- Excellent time management
- Excellent communication skills, both written and verbal
- Ability to coordinate multiple projects independently
- Graphic design and social media marketing experience preferred but not required
- Ability to collaborate with a team for desired outcomes

**RESPONSIBILITIES**

- Film, edit, and produce video content for social media, website, events, etc.
- Develop production schedules and timelines
- Communicate with appropriate team members and talent to coordinate projects
- Film, edit, and produce content for live streams (including webinars, membership zoom trainings/calls, etc)
- Record and edit video/audio for Pure Desire podcasts
- Collaborate with MARCOM for social media promotion
- Collaborate with MARCOM to create/develop strategy for online communications and marketing
- Cooperate with MARCOM department to plan/execute marketing to raise brand awareness and value
- Additional duties as assigned by MARCOM Director(s)