

## **Project Coordinator Addendum: NY/NJ Media Production Coordinator**

Supervised by: NYCUP Director

Status: Full-Time, year round

Location: InterVarsity NY/NJ

To advance the purpose of InterVarsity, this position will serve staff, students and ministry partners by developing a campus integrated leadership development program for all students and staff to implement biblical, effective, gospel-centered justice programming to plant and grow small groups, integrate alumni and donors, and engage the campus.

### **Major Responsibilities**

- Collaborate with NYCUP Director and Regional Leadership Team to effectively capture ministry vision, mission and activity for the NY/NJ Region through video, audio, photo, and visual media.
- Participate in all conference requirements for full-time InterVarsity Staff
- Manage video and audio production of conference materials and other strategic events including but not limited to RecWeek, Summer Immersion, Big Event, ACT and Basileia.
- Create an effective distribution mechanism for sending content to staff, partners and students
- Develop and maintain a “how-to” document for developing, creating, distributing and evaluating our content included but not limited to a calendar.
- Cultivate a team of ministry partners that will intercede and invest time and resources that will sustain the minister and the ministry long term.
- Demonstrated ability and commitment to work in a diverse team environment
- Experience in ministry partner development including but not limited to fundraising.
- Evening and weekend availability for meeting, events and special projects
- Demonstrate core competencies in InterVarsity staffwork