

## Creative Team Project Coordinator

Primary Area of Focus -

Updated - 05/26/2026

Employee Name - TBD

### Rules of Engagement

- The Creative Team Project Coordinator reports to the Creative Director and works closely with the entire content team to bring tenacity and efficiency to projects and tasks related to telling Riv's story.
- This role will serve as the primary facilitator for the various content-related projects and tasks.
- Keep content team projects organized with an eye for excellence and meet stated deadlines and objectives.
- Collaborate with the graphic designer and videographer, as well as the Communications Coordinator to be sure all creative assets are delivered on time according to Riv's brand guidelines.
- Coordinate with ministry leads to understand content needs and ensure that the Content Team delivers with excellence.
- On a regular basis, evaluate processes and systems to ensure that the content team is operating efficiently and effectively telling the Gospel story at Riv.

<b>ROLES.</b>	<b>RESULTS.</b> What does success look like?	<b>RESPONSIBILITIES.</b> What actions produce results?
<b>1. Project Enabler</b>	<ul style="list-style-type: none"> <li>• Creative Team regularly delivers creative assets on time and with excellence</li> <li>• Projects are handled with an eye for detail and with clearly defined objectives</li> <li>• Scope of projects is evaluated to be sure Content Team is able to meet deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Triage incoming design and content requests and ensure manageable deadlines</li> <li>• Work with the Communications Coordinator to connect with ministry leaders to clarify content and promotions needs and ensure the content team has the necessary information to move forward</li> <li>• Keep track of moving parts to make sure the appropriate teams have all the pieces they need</li> </ul>
<b>2. Website and Online Presence Daily Management</b>	<ul style="list-style-type: none"> <li>• Rivchurch.com is up-to-date, relevant to our audience, and communicates Riv's story</li> </ul>	<ul style="list-style-type: none"> <li>• Handle website updates in collaboration with ministry directors.</li> <li>• Assist with scheduling content, including social media, as needed</li> <li>• Serve as a second set of eyes on all content we publish</li> <li>• Publish message podcasts, as well as other Riv Podcasts</li> </ul>
<b>3. Content Production Support</b>	<ul style="list-style-type: none"> <li>• Projects move forward with efficiency and team members have visibility to the content needs of Riv ministries</li> <li>• Riv is regularly publishing content with an eye toward compelling storytelling.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with Teaching Pastors about podcast recording schedule</li> <li>• Create episodes in CMS and upload audio files to ensure publishing on schedule</li> <li>• Assist with scheduling and coordinating volunteers and talent for video content creation</li> <li>• Work with ministry team leads to understand design and event requests.</li> <li>• Help develop promotional plans and the needed creative assets.</li> <li>• Assist with production of printed materials</li> </ul>

# RIVERVIEW CHURCH MINISTRY ACTION PLAN

<b>4. Administrative Support</b>	<ul style="list-style-type: none"><li>• Creative team members are freed up to create and design storytelling assets.</li><li>• Ongoing administrative tasks are handled with attention to detail</li><li>• Creative team and other stakeholders have the information they need to accomplish ministry and project goals</li></ul>	<ul style="list-style-type: none"><li>• Setup ProPresenter for weekend services</li><li>• Coordinate with teaching team to ensure slides reflect message notes</li><li>• Maintain Content storage area with Riv merch and printed materials.</li><li>• Handle purchasing of supplies and content assets</li><li>• Coordinate with music team to confirm song arrangements and setup song slides</li><li>• Handle other tasks related to creating and sharing content throughout Riv's storytelling channels.</li></ul>
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**GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)**