

# Gospel Outreach

## Job Description

### YouTube Coordinator

**Reports to:** Director of Marketing

**Summary:** The YouTube Coordinator is responsible for managing, coordinating, and implementing all aspects of video production for YouTube

**Duties and Responsibilities:**

- Plan and organize engaging video projects for YouTube, ensuring they are completed on time and within budget.
- 2 to 4 posts per month.
- Collaborate with video producers, editors, and other team members to ensure high-quality video content.
- Maintain effective communications with clients and vendors.

**Essential Knowledge, Skills, and Abilities:**

- A passion for the mission of Gospel Outreach
- Proficiency with editing software
- Understanding of production equipment
- Organizational skills
- Attention to detail
- Proactive attitude towards problem-solving.

**Schedule:** Flexible