



JOB POSTING

January 16, 2024

The **City of Country Club Hills** is now accepting applications for the following **Full-Time** position vacancy:

Media Coordinator

Position Summary: The Media Coordinator role involves overseeing the visual and auditory aspects of on-air productions for the City's public access station.

Essential Duties/Responsibilities:

- Camera operation and set up for projects
- Maintain broadcast server and trouble shoot video broadcast system
- Perform video editing and video format conversion
- Perform duplication, encoding and rendering of broadcast content
- Plan media development projects and create graphic design for programming
- Must understand and develop, implement and manage our social media channels (Instagram, Face book, YouTube and etc.)
- Must work well in a team environment
- Perform additional duties as assigned

Required Skills/Abilities:

- Proficient in Microsoft Office Suite
- Strong verbal and written communication skills
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality

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Required Minimum Qualifications:**Education and Experience**

- Bachelors Degree in Visual Arts/Communication/Broadcast Journalism preferred or related field from an accredited college or university or any equivalent combination of education, training and/or experience
- High School Diploma or equivalent GED
- Certificate in final cut video editing
- Minimum 1 year of work experience in media, advertising, or marketing

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, frequently talk, hear, use hands and fingers to feel, handle and operate objects or controls, sit for long periods of time and occasionally bend, stoop, kneel and crouch.

The employee must occasionally lift and/or move up to 50 pounds, and other duties associated with video equipment/facility set-up and other assigned tasks.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties performed are primarily in an indoor setting; while fulfilling all aspects of the job, the employee may on occasion be exposed to various weather conditions associated with working outdoors i.e., rain, cold, heat and wind. The noise level is moderate to high.

APPLICATION DEADLINE IS OPEN UNTIL FILLED

If you are interested, submit a completed application and resume to Patricia Hutson, City Clerk 4200 W. 183rd Street, Country Club Hills, IL 60478, phutson@countryclubhills.org) **EOE M/F/D/V/SO**

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