

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Video Editing Associate

Department: Communications

Recruited By: Hannah Pyle

Reports To: Hannah Pyle

Location: The Loop Campus

Status: Full Time Exempt

Proposed Employment Category: IV

Summary of Position: The Video Editor is a full-time position responsible for editing a variety of video materials, including testimonies, promos, training materials, and social media content.

Purpose: To Further the Gospel and Ministry of Houston's First Baptist through the medium of Visual Media.

Duties and Responsibilities:

- This person would be responsible for editing a variety of video materials, including testimonies, promos, training materials, and social media content.
- Collaborate closely with ministry partners, staff, and church members to produce quality videos that are effective and excellent.
- Help shape narratives that are emotionally compelling, biblically grounded, and culturally relevant.
- Assist on video shoots, when needed, and work effectively as part of a team on set.
- Maintain organized project files and meet production timelines.
- Lead post-production workflow by overseeing the entire post-production pipeline, monitoring for consistent quality.
- Develop creative concepts by participating in brainstorming processes and pre-production meetings to shape visual storytelling ideas.
- Repurpose content by using long form videos to live on different social media platforms.
- Archive videos and projects by organizing and storing files effectively.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

Language skills

Math skills

Reasoning ability

PC skills: Windows

Mac

MS Office

MS Outlook

MS Excel

Administration

Service to others

Teacher/Leader

Good Communication skills

Team builder

Self-disciplined

Servant leader

Decision maker

Strong work ethic

Empathy for ministry partners Attention to detail

Other:

- Proficient in **DaVinci Resolve** and **Adobe Premiere Pro**
- Experienced in **color grading** and **sound design**
- Strong storytelling ability with a unique creative perspective, grounded in a heart for ministry.
- Confident working with cameras and familiar with production team roles and dynamics.
- Team-oriented, collaborative, and receptive to feedback.
- Enthusiastic about using your creative gifts to serve God and His church.
- Organized, dependable, and able to manage time and priorities effectively.

Education and/or Experience: Select all that apply

College graduate preferred Administrative Experience Personnel Management

Church Staff experience preferred Other: [Click here to enter text.](#)

Organizational Relationships: Reports to Video Director and Director of Communications

Working Conditions: Select all that apply

40 hour work week Additional hours as needed Occasional off campus activities

Continuing Education Specialized training Occasional travel

Prepared By: Hannah Pyle

Title: Video Director

Date Prepared or Revised: June 17, 2025

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name