

0586 Creative Coordinator

Overview

Title: Creative Coordinator	Position Category: 3
Reports To: Communications Director	On Boarding Required: Yes
Department: Communications	Minimum Commitment: 1 year
Job Code: 0586	Typical Service Commitment: 1 year
Date Modified: 29 August 2022	

Summary Description

Oversees the Creative Team's schedule and workload including all aspects of writing, photography, and videography. Maintain an awareness of all the resources the Creative Team members are working on, advise the team in the production of these resources and make creative/logistic decisions for the team when necessary. The Creative Team is a mix of crew and day crew and consists of photographers, writers, videographers, and a translator.

Essential Duties and Responsibilities (include but not limited to)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Manage the Creative Team, together with the Communications Director, to provide direction and track the workload/progress.
- Oversee and coordinate the JIRA Resource Request Board as work orders are approved
- Assign requests to the Creative Team and ensure consistent updates are provided and deadlines are met.
- Train and oversee the media liaisons as they schedule, plan and execute Vision Trips and media visits
- Liaise with the Global Brand Director and Global Content Strategist in establishing team priorities and Field Service goals. Based on their input, update and communicate workload documents and tools.
- Work together with the Communications team to identify potential stories and assist them with putting stories together and organizing assets.
- Liaise and build relationships with key personnel from the Hospital, and act as hospital liaison for the Creative Team.
- Represent the Creative Team alongside the Communications Director in planning, meetings, and strategy development among key personnel.
- Orientate all new Creative Team members and assist in training as needed.
- Collaborate with the Creative Team to find new and creative ways to present the message of Mercy Ships.
- Attend and facilitate weekly team meetings in collaboration with the Communications Director.
- Performs other duties as assigned by the Communications Director, e.g., going on patient home visits, transporting Creative Team, etc.
- Due to the ever-changing staffing levels and field service rotations, all staff may be reassigned to temporarily fill roles in other departments in a time of need.
- Other duties as assigned.

Qualifications (Knowledge, Skills, Abilities, and Requirements)

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Supportive of Mercy Ships mission and vision and committed to its core values.
- Able to live in and contribute to community life, requiring stable and healthy interpersonal skills.
- Understand and apply servant leadership, work collaboratively with integrity, and demonstrate accountability.
- Clear and professional verbal and written communication skills are required.
- Ability to build relationships and rapport with a diverse team, crew, and stakeholder base.
- Must be flexible and sensitive to language and cultural diversity.
- Must possess excellent organizational skills to keep up to date with patient and project schedules and multiple deadlines.
- Ability to organize information and disseminate and implement concisely.
- Functional working knowledge of Microsoft Office (Outlook, Excel, Word) and adept at using/learning online organization tools quickly and efficiently.
- Ability to troubleshoot minor technical problems related to camera equipment and Adobe Creative Suite is preferred.
- Fluency in English is required. Proficiency in French is beneficial.

Education and Experience

The requirements listed below are representative of the education and / or experience required.

- Successful completion of the On Boarding program is required.
- A Bachelor's Degree is desired and/or equivalent combination of education and experience in training and management.
- Knowledge of the processes and fundamentals of marketing is required.

Name	_____
Signature	_____
Date	_____