Enjoy Life. Consider Eternity.

Division/Department:	PRODUCTION
Location	WCLF – Largo, FL.
Job Title	Come Home Production and Administrative Assistant / Production Team member
Reports to	Come Home Executive Producer/ WCLF Production Manager for production duties
Wages	$18 per hour Other Benefits: End of year bonus, Health Insurance (% split with employer) PTO benefits as defined in handbook, 403b Plan matching $39 per month.

Level/Grade	Type of position: _X__ Full-time ____ Part-time ____ Contractor ____ Intern	Hours__40__ / week ___ Exempt __X__ Nonexempt Monday – Friday: 8:30am – 4:30pm

General Function:

The primary responsibility of the Come Home Production/Administrative Assistant/Production Team Member is to assist with the production and administrative needs of the Come Home program as well as assist with the preparation, scheduling, filming, social media, and promotion. This position will also assist with other WCLF productions as needed and directed by the WCLF Production Manager.

Essential Duties and Responsibilities: *Come Home Production and Administrative Assistant 30hrs./week*

Guest Relations –

- **Guest Relation Follow-up:** Handle inquiries, invites, welcome/questionnaire, studio info, thank-yous with pictures, and post-show communications (air dates, graphics, sneak peeks, viewing links, YouTube link).
- **Calendar Maintenance:** Keep show calendars updated.
- **Book Tracking:** Track which guests have books for their interview, whether the book has been sent/needs to be sent. Once arrived, assign to a team member for reading/notes, and remind them before filming.
- **Guest Contact Sheet:** Add all guest information as received from the producer (names, phone numbers, addresses, websites) to the Excel guest contact sheet.

Pre-Filming Preparation -

- **Show Notes & Materials:** Format show notes with guest info, cut/staple to come home note cards for set. Create two teleprompter options. Build PowerPoint slides with guest info. Create lifehack sheets (show #, guest name, lifehack) for producer. Format each show with times, guest info, and lifehacks.
- **Lifehack Tracking:** Maintain Excel sheet tracking lifehacks and which show they belong to.
- **Schedule Printing:** Create daily filming schedule for producer's dressing room, studio, CTN team, and volunteers.
- **Teaching Shows (if applicable):** Create PDF of the show for viewers who write in; send out upon request. Print closing segment quotes and announcements.

Filming Day -

- **Setup:** Put up signage in green rooms. Load teleprompter info into computer. Get dressing room ready (racks from closet to room, lay out show notes, book notes, opens).
- **Guest Management:** Check in guests, escort from front/side door, take pictures, help with mics and wardrobe as needed.
- **Flow:** Keep the day's schedule moving.
- **During Production:** Prepping for next show, welcoming the next guest and getting them ready to film.

Post Filming Days -

- **Photos:** Edit pictures, upload to Google Drive, send to producer for approval.
- **Updates:** Document any format changes made during filming. Update Clothing Catalog (show #, guest name, outfit photo).
- **Teaching Shows:** Add lower third info (quotes, pictures mentioned). Select promos between segments - send to editor for editing - review final edit.

Reels & Social Media -

- **Reels (Opus Clip):** Edit Come Home related content. Review new shows airing weekly for sneak peeks and reel spots; for reruns, reuse previous reel.
- **Transcripts:** Get transcripts of weekly shows to create copy for social media and YouTube.
- **YouTube:** Write titles/descriptions for new shows loaded to CTN YouTube page; share with Molly. Create YouTube thumbnail graphics.
- **Facebook Graphics:** Create weekly/daily Come Home graphics and sneak peeks. Post on Jen Mallan & Come Home Facebook page (daily + weekly + sneak peek). Post weekly graphic + teaser on CTN Facebook page.
- **Approvals:** Get producer's approval on graphics/sneak peeks - send to guests - upload to socials.

Show Air Schedule & Promos -

- **Air Schedule:** Send air dates schedule to ingest team once received from producer.
- **Promos:** Create promo teleprompter info - load to computer. After filming, edit - send to Jen for approval - complete promo forms - file in network folder. Upload/schedule promos to Facebook. Track reusable promos (aired only once) and identify which need new filming.

Administrative & Logistics -

- **Forms:** Complete reimbursement and credit card purchase reports; Producer will provide receipts.
- **Donor Thank-Yous:** Get donor information to volunteer for thank-you cards.
- **Future Guests:** Track potential guests producer sends for consideration.
- **Mailings:** Send out book orders and/or printouts of PDFs from teaching/kitchen shows.
- **Events:** Gather event items to use for tables.
- **Filming Dates:** Work with production manager on any needs.
- **Long-Term Projects:** Help to manage follow-through of long-term projects.
- **Virtual Shows Setup:** Create StreamYard links → send to guests with instructions (prior and day before).
- **During Show:** Track interview times and communicate with host.
- **Post-Show:** Download videos, place in network folder for production team member and email them to confirm the folder location.

Essential Duties and Responsibilities: *WCLF Production Team Member 10hrs./week*

- Production Team Member duties include but are not limited to, running cameras, floor directing, micing guests, taking photos during WCLF productions, and helping with guest make-up.
- Anything else needed from the WCLF production manager.

Education Requirements:

Preferred: Bachelors in Broadcast/Communications or equivalent experience.

Work Experience Requirement:

- Working knowledge of Adobe CS (Premiere, Photoshop, Illustrator, After Effects), Google Workspace and Microsoft Office knowledge a plus.
- Knowledge of production and technical standards.
- Video Production and ability to work with clients, assistants, in a professional manner.
- Excellent communication skills both oral and written.
- Strong PC/MS office experience.

- Ability to meet deadlines, prioritize assignments and handle multi-tasks simultaneously.
- Work well within a team environment and independently with minimal supervision.
- Exhibit a professional attitude at all times and be able to perform in a high-pressure environment.
- Comfortable working with clients, pastors, and/or non-profit representatives.

OTHER:

- Must be a born-again Christian and attend a Bible-believing church.
- Be a team player with strong interpersonal skills.

REVIEWED BY	Ashley McClain	Title	HR Generalist
APPROVED BY	Yolanda Morris	Title	President
DATE POSTED			
DATE HIRED			