

Online Campus Coordinator – Job Description

General Description

The Online Campus Coordinator at Lighthouse Church will work with the Online Campus Pastor to support the church's online campus by creating engaging online experiences, fostering community, engaging attendees, and assisting with digital content and communication. This role blends live production, congregation engagement, volunteer leadership, and data analysis to cultivate a seamless and impactful online ministry.

Essential Job Functions

1. Monitor and interact in multiple livestream services across multiple platforms (YouTube, Facebook, Lighthouse Online)
2. Execute post-service workflows including stream shutdown, content processing, and reporting
3. Build relationships with online attendees through chat, email, text, and community platforms (e.g., Discord)
4. Create and deploy chat prompts, discussion points, and prayer points for the online congregation
5. Moderate online communities, including social media groups
6. Edit and publish weekly service content, including sermon-only and full-service videos
7. Assist in pre-production planning, scheduling, and coordination of online service content
8. Recruit, train, and support online chat team members
9. Build and manage weekly chat team schedules, ensuring coverage and communication
10. Coordinate host scheduling and communication through Planning Center
11. Analyze weekly metrics including live viewers, engagement, watch time, and chat activity
12. Participate in weekly meetings including staff, pre-production, and service evaluations
13. Utilize internal systems (Planning Center, Intercom, Subsplash, Google Workspace, ADP)

Education and Experience

The ideal candidate will be passionate about leveraging the latest technology, pursuing new ideas, and staying close to God's Word as they help others in their faith journey. Candidates should be skilled in written and verbal communication and possess a deep relationship with Jesus, a love for His Church, and a passion to reach those who do not know Him.

At LH, every staff member and intern is a minister, and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent LH's beliefs as a minister, during the selection process for all staff and intern positions. An essential function within every position held by a staff member or intern at LH is to uphold and represent LH Church and our beliefs in all areas of personal and professional life.

Compensation

This is a full-time position (40 hours per week) compensated at a rate depending on experience.