



Position Details

Job Title: Content Coordinator

Reports to: Director of Marketing

Status: Full-Time

Pay Rate: \$23.00/hour

Who We Are

Our marketing team at the Fresno Mission is a quirky mix of creativity, caffeine, and sheer willpower. We thrive on big ideas, tight deadlines, and turning meaningful stories into scroll-stopping content. From designing ad creatives to navigating ever-changing algorithms, we use visuals to share stories of hope — and yes, sometimes we run on iced coffee and prayer. More than what we create, we care about how we work together. We value humility, collaboration, honest feedback, creativity, faith, and excellence — the kind that honors God and the people we serve. If you love creating, enjoy working with a supportive team, and want your work to truly make a difference, you'll feel at home here.

Job Description

The Content Coordinator is a hands-on content creator and digital storyteller who helps bring Fresno Mission's work to life through photography, video, and strong visual communication across campaigns, events, and everyday ministry moments. You'll create content that inspires generosity, dignity, and transformation — not just manage tasks behind the scenes.

This role focuses heavily on photo/video capture and short-form video editing, while also supporting mail + email communications, social media content, and small graphic design needs.

Who You Are

- A visual storyteller who knows how to capture moments that feel real and meaningful
- A capable writer who can communicate clearly, warmly, and with purpose
- Creative, curious, collaborative, and thoughtful
- Calm under deadlines and adaptable when plans shift
- Detail-minded without getting stuck in perfection
- Open to feedback and eager to grow
- Passionate about using creativity for meaningful impact

What You'll Do

- Capture photo and video content at events, programs, Mission Thrift, City Center, and across Fresno Mission
- Create and edit short-form video content for reels, stories, campaigns, and social content
- Support social media content creation (posts, captions, story content, basic scheduling)
- Build a steady library of high-quality photos/videos the team can reuse year-round
- Write and support content for mail + email communications

- Support the marketing team with small graphic design needs for print and digital
- Help maintain brand consistency across platforms, campaigns, and communications
- Collaborate with internal teams to gather stories and share impact in a dignified way
- Organize and manage photo/video assets so content stays accessible and reusable

You'll work closely with the Director of Marketing and a team that loves brainstorming, problem solving, and celebrating wins together.

Bonus Points

- You know how to tell a powerful story in 3 sentences or less
- You've filmed a video and thought, "This would be perfect as a reel."
- You've written something that made someone tear up... in a good way
- You can take a solid photo in terrible lighting and still make it look great
- You understand that sometimes ministry work is messy — and the stories are still beautiful
- You can install and troubleshoot the Meta Pixel for ads (and know it's never as simple as "it should be working")

Requirements

Experience: 1–3 years in content creation, marketing, communications, or social media (or equivalent experience)

Technical Skills:

- Confident capturing photo/video on phone or camera
- Strong short-form video editing skills (Reels/TikTok style)
- Solid writing skills for mail + email communications
- Basic design skills (Canva, Adobe, or similar)
- Familiarity with Meta Ads Manager is a plus

Faith Requirement

A mature walk with Jesus Christ and the ability to articulate Biblical beliefs and apply them within the context of the Fresno Mission.

All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical organization sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training, and family restoration.

All employees are considered Christian missionaries and are required, from time to time, to participate in chapel services, outreach ministries, Bible studies, and prayer times. Due to the nature of this ministry, each employee must maintain a Christian testimony of faith and agree with the Fresno Mission Statement of Faith.

Application Process

Please submit:

- A letter of interest
- Your resume
- Three professional references

Email: HR@fresnomission.org

No phone calls, please.

Fresno Mission

www.fresnomission.org