

Media Production Coordinator

Full-Time, Remote

The Veritas Forum is a fast-growing, strategic ministry that partners with Christian thought leaders, professors, campus ministries, and students to engage universities and the broader public with the ideas that shape our lives. Veritas Media is the external communications arm of The Veritas Forum, comprising our YouTube channel (235k subscribers, 51M lifetime views, in the top 0.3% of all channels), podcast (in the top 1% of all podcasts), and social media platforms (56k subscribers total).

Veritas Media is seeking a full-time Media Production Coordinator to oversee the production of various media products, including event videos, podcasts, and short-form videos. You'll also help identify the best content from our media library and monitor analytics across our media platforms.

What You'll Bring

- **A passion for Christ** grounded in the regular disciplines of Bible study, prayer, and fellowship with other believers in the context of a local church, and a mature and growing faith evidenced by the fruit of the Spirit in your life.
- **Strong mission alignment** and a commitment to champion and contribute to our five organizational values: faithful innovation, gracious excellence, collaborative learning, joyful service, and assuming the best of others.
- **Demonstrated experience (professional or personal) in media production**, video editing, or managing media publishing schedules.
- **A strong attention to detail** and the tenacity required to see projects through from inception to a high-quality finish.
- **A collaborative mindset**, actively seeking and applying feedback and respecting organizational workflows for content review and approval.
- **A positive, proactive, problem-solving attitude.** You're a team player who isn't afraid to ask questions and demonstrates strong communication skills.

What You'll Do

- **Streamline and improve our production workflow of Veritas Forum event videos**, from video capture to final publication on YouTube. You'll coordinate across different teams at Veritas and our freelance video editor to produce high-quality event videos and content.

- **Manage our podcast production**, including identifying content for publication, liaising with external podcast editors, and maintaining episode-specific webpages. You'll work closely with the Senior Media Manager in this role.
- **Master the use of our AirTable database to track and manage the complete media library**, establishing new organizational structures and workflows that elevate the standard of our internal content records.
- **Oversee our YouTube channel**, ensuring titles, thumbnails, and playlists are accurate and meet industry standards.
- **Identify and edit clips from forum videos** that align with our brand voice and values, and prepare them for online publication.
- **Monitor and report on key YouTube, Meta, website, and podcast analytics**, including views, subscribers/followers, and watch time.
- **Assist the Senior Media Manager** with video interviews and content capture at Veritas Forum events.

Other Information

- This is a remote, full-time position with East Coast hours.
- This is an entry-level position, ideally suited for a recent college graduate. Current college seniors are encouraged to apply and may be eligible for a part-time position before graduation.
- The ideal start is May 1, 2026, but is flexible and will be coordinated with the new hire.
- Compensation is competitive for non-profits.
- This role reports to the Senior Media Manager.
- Experience with Adobe Premiere Pro is a plus; however, we are willing to train the right candidate.

To Apply

Interested applicants can apply [here](#). If you have any questions, please email us at jobs@veritas.org.

About Veritas

The Veritas Forum partners with Christian thought leaders, professors, and campus fellowships to support the intellectual credibility of Christianity in the university and the broader public sphere. Veritas is propelled by an ambitious vision to see universities become places where the big questions asked by students are not the reason they lose their faith, but the reason they find it.

Driving this vision are three core pillars of work: campus dialogue, community formation, and content engagement. We come alongside students, faculty, and campus ministers to help create Forums on university campuses around the world that invite intellectually curious students and scholars to explore life's big ideas. In support of this work, we connect, form, and train networks of students and faculty leaders who carry on the conversations through journals and scholarship, and we extend the conversations to global audiences through digital media.

The first Veritas Forum took place at Harvard in 1992. Today, nearly 200 universities across the United States, Canada, Europe, and Asia have hosted Forums, which have engaged over 800,000 students, faculty, and university community members.

Our Name

“Veritas” is the Latin word for truth—and a word commonly found in university mottos; it refers to our belief that truth can be sought and found. “Forum” refers to our commitment to creating spaces where ideas can be openly shared and discussed.

Our Beliefs

We are grounded and motivated by the historic Christian faith that seeks to love God and neighbor. We affirm the Nicene Creed and are ecumenical and invitational in our approach.