

JOB DESCRIPTION

GRACE COMMUNITY CHURCH | MEDIA MINISTRIES



Job Title: Communications and Graphics Coordinator

Reports to: Media & IT Director

Type: Part-Time 20 hours/week

Schedule: Office hours with some weekends and evenings

Statement of Faith: Required

OUR CHURCH MISSION: ABIDE AND RESPOND

Helping people experience the grace of Jesus in daily life by learning to abide and respond at all times and in all places, so that we can glorify God and enjoy Him forever.

OVERVIEW

We are looking for a Communications and Graphics Coordinator who will work with our Media Teams to maintain a high level of excellence in coordinating church projects for both internal and external communications. He/she will work closely with creative teams, assist with communications strategic planning, coordinate with outside vendors, and support overall branding.

PRIMARY PURPOSE OF POSITION

- Oversee and facilitate communications projects
- Provide guidance and mentorship to assigned interns and volunteers
- Promote and execute brand consistency
- Facilitate clear and consistent communications

KEY RESPONSIBILITIES

PROJECT MANAGEMENT

- Develop project plans for Creative Arts Team(s)
- Produce project delivery plans, communicate to internal and external stakeholders
- Establish and maintain effective working relationships with all staff working on the project. This may include technical, design and editorial staff in other departments, as well as third parties
- Enlist, equip, and empower a team of volunteers to support creative arts
- Oversee project planning tools

COMMUNICATIONS/GRAPHICS

- Provide quality control for all forms of media communication
- Work with the Media & IT Director and Worship & Arts Pastor to assist in the creative and communications process for the Sunday worship experience as well as additional events and activities
- Manage team projects to create deliverables to staff and church body that effectively advertise and market different ministries that includes printed media, video and web-based media

STRATEGY

- Research and develop new technologies, media, web, print, production, environments and experiences to better implement the visions and values of the church
- Design clear courses of action and implement steps with measurable goals that move the team towards making vision reality

MENTOR

- Build Communications Volunteer Teams
- Diffuse and interact with high-stress situations and individuals and use strong conflict resolution skills
- Mentor assigned volunteers and interns
- Create a happy, productive, and creative environment

SKILLS AND EXPERIENCE

REQUIRED

- Bachelor's degree in communications/marketing (or related area) **and/or** combination of school and work experience
- Agree with Grace's values and statement of faith
- Excellent communication and writing skills required.
- High Level of proficiency with social media programs, including Facebook, Twitter, and Instagram.

PREFERRED

- Experience with digital graphics software (Adobe Creative Cloud Production: InDesign, Photoshop, Illustrator, Lightroom, Acrobat Pro, etc.)
- Experience working with webpage systems (WordPress)
- Experience with Office 365 for business and standard PC computer systems
- Experience with MS Project, MS Planner, MS Groups, MS SharePoint
- 3+ years of prior marketing, advertising, communication or related experience
- 3+ years of project management experience
- Experience working in Church of 1000+

TO APPLY

Please send a cover letter, resume and example of your work to contact below.

CONTACT INFORMATION

Questions or for more information on this position or our Media Ministry please contact:

info@graceinauburn.com