

JOB DESCRIPTION

GRACE COMMUNITY CHURCH | MEDIA DEPARTMENT



Job Title: Media Intern – Graphics

Reports to: Media & IT Director

Type: Part-Time 16 – 24 hours/week, 6 months (extendable to 18 months)

Schedule: Varies, mixed office hours, weekend/evenings

Compensation: varies based on level of commitment and experience, possible housing and stipend

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

The Media Intern - Graphics is geared towards Graphic Design and related majors (current college students) who are looking for practical experience with graphic design and/or graphic productions. An intern will learn about graphic projects while expanding his/her skills in Adobe Creative Cloud and interacting in a fast-paced dynamic workplace environment with staff and volunteers.

PRIMARY PURPOSE OF POSITION

- To provide graphic design and production needs for our ongoing ministry and program needs

KEY RESPONSIBILITIES

GRAPHICS

- Maintain Grace Community Church's brand by designing and creating graphic projects within its visual identity guidelines
- Participation in project planning by attending creative and planning meetings
- Collaborate with church staff on the look of church-wide visual identity and publications
- Create print and digital designs for various channels (bulletin, slides, mass emails, web, video, social media, etc.)
- Design within online platforms (Website CMS, WordPress, Website CMS, etc.)
- Organize and archive design files and graphics

PROJECT AND PERSONAL DEVELOPMENT

- Participate in on-going personal development program
- Assist with training ministry staff and volunteers in related areas
- Other Duties as assigned

SKILLS AND EXPERIENCE

REQUIRED

- College level course work in Graphic Design or related area
- High School Graduate or equivalent

PREFERRED

- Experience with digital graphics software (Adobe Creative Cloud Production: InDesign, Photoshop, Illustrator, Lightroom, Acrobat Pro, etc.)
- Experience working with webpage systems (WordPress or similar Web CMS)
- Experience with concept drawings and layouts

TO APPLY

Please send a cover letter, intern application, resume and example of your work to contact below:

CONTACT INFORMATION

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

media@graceinauburn.com