



JOB TITLE: **Creative Coordinator**
MINISTRY: COMMUNICATIONS
SUPERVISOR: Director of Communications
FLSA STATUS: Full-time / Salaried / Exempt
WORK HOURS: Monday-Friday, generally during regular Church office hours; some evenings and weekends possible

POSITION SUMMARY: This position supports the Communications Ministry of First Presbyterian Church by designing print and digital collateral that advances and strengthen the Church's mission "to know Christ, to make Him known, and to exhibit His love through worship, education and service." This position is also responsible for managing the specific communications needs of ministry program areas as we seek to be an outpost of Christ's kingdom.

DUTIES/RESPONSIBILITIES

GRAPHIC DESIGN

- Creates and design various materials for print and digital collateral
- Manages design and production of print publications (quarterly magazine, special mailings, etc.)
- Manages bulletin design and layout for all worship services (Sunday, holidays, seasonal worship)
- Ensure projects are completed with high quality, alignment with brand guidelines, and on schedule
- Prioritize and manage multiple projects within design specifications and budget restrictions
- Perform retouching and manipulation of images
- Manages social media account editorial calendar, design and publishing (Facebook, Instagram, YouTube, etc.)
- Assists with art direction and design for special projects.

PROGRAM AREA COMMUNICATIONS SUPPORT

- Support the growing communications needs of program areas (e.g., Recreation, Children, Presbyterian Women, etc.)
- Create designs for special projects based on program area needs (invitations, signage, resources, etc.)
- Manages (editing, designing and sending) mass email communications for program areas (emails reaching 50+ recipients)
- Meets regularly with program areas to assess communications needs and timelines
- Attend Church Management Software training sessions virtually and in-person, as requested.
- Collaborates with Publications Manager to ensure website information is up to date
- Promotes teamwork and synergy with program areas; Identifies areas of potential alignment between program area communications

COMMUNICATIONS SUPPORT

- Organizes Communications digital files on Adobe Creative Cloud and Canva
- Photographs gatherings and events as needed
- Coordinates special promotions for all-church events
- Prepare and process all bulk mailings through USPS
- Manages print and digital temporary signage; Ensure literature areas are up to date
- Communications Orders all communication supplies (signage, stationery, and other communication-related products)
- Other related duties as assigned

KNOWLEDGE/SKILLS

- Skilled at creating Gospel-centered visual and creative content
- 3-5 years of experience in graphic design
- Knowledge of layouts, graphic fundamentals, typography, print, and the web
- Strong analytical skills
- Excellent eye for detail
- Excellent English usage, demonstrating mastery of grammar, style, spelling, and punctuation.
- Excellent verbal communication skills
- Understanding of web-based communications and cloud computing solutions.
- Proactive in learning and using technology related to the position.
- Time management skills that maximize productivity
- General church history, church administration, structure, policies and procedures, especially as it relates to the Presbyterian denomination, preferred
- Photography skills preferred

POSITION QUALIFICATIONS

- EDUCATION: Associate degree in graphic arts, design, communications, or related field from an accredited educational institution, Bachelor's is a plus.
- EXPERIENCE:
 - Compelling portfolio of work over a wide range of creative projects
 - Proficiency of Adobe PhotoShop, Illustrator, InDesign, Canva and other graphic design software
 - Proficiency with Microsoft Office Products (Word, Excel, PowerPoint, Access etc.).
 - Church management software and/or relational database software experience, preferred.
 - Familiarity with HTML and CSS preferred

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to stand and to move about; to use hands to operate office equipment and to lift up to 30 pounds; to talk and to hear when interfacing with staff, children, and families; vision within normal ranges is required to read documents, file, and to use the computer.

While performing the duties of this job, the employee primarily works indoors in an office setting and should expect to use a computer for most of the workday. The work environment can become very busy and seemingly chaotic. The noise level in the work environment is usually moderate, with frequent interruptions and distractions, which may affect one’s ability to focus on computer or other work. Exposure to communicable diseases is a factor since interaction with children and their parents is expected.

ACCEPTED AND AGREED:

Employee Signature: _____

Employee Name (printed): _____

Supervisor Signature: _____

Date: _____