

OVERVIEW

Position Type: Part-time

Reports to: Communications Director

Department: Creative Arts Team

SUMMARY

Oversee the planning and implementation of projects including print production, creative elements, social media, and web. Work closely with creative arts and ministry teams to support strategic objectives and brand standards.

PRIMARY RESPONSIBILITIES

- Create and maintain project status log, following up on action items for project progression
- Effectively communicate project needs to appropriate team members
- Route and compile edits for various projects
- Responsible for executing print deliverables, including newsletters, handouts, and mailings
- Managing vendor relationships, including obtaining bids, sending files, and finalizing production
- Manage and maintain production equipment and supplies
- Manage copier and postage allocation
- Assess project needs and team challenges proactively to create and enable effective solutions
- Support ministry admin team as needed

ATTRIBUTES AND ESSENTIAL JOB KNOWLEDGE

- Impeccable attention to detail; highly organized, extremely efficient
- Self-motivated and proactive
- Excellent communicator; both written and spoken
- Excellent people skills and desire to provide assistance
- Able to manage multiple projects simultaneously
- Responsible for and capable of meeting tight deadlines
- Enjoy working in a collaborative environment
- Passion for quality design and innovation
- Passion for digital media and new communication efforts

TECHNOLOGY PROFICIENCIES

- Proficient in Microsoft Office, Google
- Knowledge in Adobe Creative Suite a plus

PREFERRED EXPERIENCE

- High school graduate
- Associates or Bachelor's degree, and digital knowledge a plus