

Position Title: Communications Specialist/Graphic Designer

Reports to: Ministry Director - (Communications, Life Groups, Sunday Gatherings)

Status: PT (20 hours per week)

Effective Date: October 2020

Position Summary:

The Communications Specialist will work in both print and digital media. This person will take direction from written or spoken ideas and convert them seamlessly into images, layouts and other designs. Work both independently and with the communications director to complete projects as requested. Manage Providence's website, app, and social media.

Position Responsibilities:

- Works with Communications director to strategize for maximum communication coverage of inspirational concepts and events
- Provide brand consistency through image design and placement
- Oversees Prov's Instagram, Facebook, App
- Creates engaging content for social media to communicate core values and upcoming events
- Work simultaneously on 5+ projects based on staff/church needs
- Creates announcement and teaching illustration slides for Sunday gatherings and print materials for connections area
- Creates flyers for special events/services
- Active member of the Creative team which plans for Sermon series and special services
- Publish sermon content to website, podcast, and social media
- Promote church events and creates registrations in conjunction with ministry leaders
- Work with Accounting Manager in utilizing PushPay
- Plan giving campaigns for GivingTuesday, Expanding the Table, or other events
- Copywriting for website content and e-mail campaigns

Essential Skills and Experience:

- High school diploma required. Bachelors degree preferred.
- A clear testimony and ongoing spiritual growth.
- Full agreement with Providence's Doctrinal Summary, Mission, and Vision.
- Fulfills Providence Leadership Covenant Criteria
- Excellent communication and teamwork skills
- Attention to detail and accuracy
- Experience with Illustrator, Photoshop and InDesign, and Canva, specifically with print material, web design and multimedia presentation
- Knowledge of formatting materials for print (including booklets, flyers, and large-format banners)
- Planning Center experience preferred
- Ability to absorb and apply constructive criticism from staff team
- Basic knowledge of MailChimp preferred

Desirable Gifts, Qualities, Skills

Spiritual Gifts: Administration, Communication, Service

Creative, Compassionate, Relational, Approachable, Flexible

Passion for Christ and Liberating/Equipping others for Kingdom service

Independent worker