

Accountable to: Communications Director, Kris Klima FLSA Classification: Non-Exempt, hourly

Work schedule:

Full-time, approximately 40 hours per week. Assisting Communications Director as needed.

Position Mission:

To leverage creative content, web design, and other visual media in a ministry environment to enhance communication and help people find and follow Jesus Christ.

Specific Responsibilities:

- Create and execute design projects as assigned (e.g. announcement slides, artwork, logos, branding collateral, etc.)
- Manage the church mobile application
- Design and manage the church web site
- Participate in all creative planning meetings
- Contribute to set planning and design
- Work collaboratively with Fellowship staff to build and maintain a strong team environment to accomplish the tasks necessary to serve and support the ministries and events of Fellowship
- Maintain confidentiality and privacy with matters concerning the church, individuals and other information learned while performing at church
- Effectively manage time between different projects
- Work within a set budget for projects
- Organize paperwork, document details and digital files for projects
- Communicate regularly with supervisor and ministry leads as necessary
- Other assignments as requested by ministry leaders

Minimum Requirements:

Education/Experience

- Prefer 3-5 years of graphic design experience
- Proficiency with various design platforms (e.g. Adobe Photoshop, InDesign, Illustrator, etc.)
- Proficiency in web site design and management
- Proficiency with presentation software
- Proficiency in Microsoft Office
- Basic proficiency with photography and videography
- Must have a heart for the ministry of Fellowship
- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance
- Demonstrated a gifting and passion for using creative media to advance the gospel
- Possess a helpful, cheerful, diplomatic and caring servant attitude to all
- Strong organizational skills
- Able to prioritize and multi-task, using good time management skills in a fast-paced environment
- Committed to personal growth

Work Environment:

Fellowship desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). Fellowship is experiencing exponential growth, which means

exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on Fellowship. An individual seeking an accommodation should contact the Lead Pastor.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to and do not create employment contracts. Fellowship maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date

Employee Print Name

Supervisor Signature & Title

Date

Supervisor Print Name