



Job Description

Position: Graphic and Digital Media Specialist

Reports to: Communications Project Manager – Carolyn Tjards

Schedule: Part-time (1,200 hours per fiscal year; est. 20 hours/week); Hourly, Non-Exempt

Employment

Classification: Assistant/Administrator (A)

Overview:

To provide graphic design, website, and administrative support to the Communications Department for our Church-wide and individual Campus projects. Fluent in Spanish not required, but preferred.

Responsibilities:

- Work closely with Communications Project Manager to design online, print, and various communication tools.
- Assist with developing and adhering to Compass branding standards for design, organization, and content to ensure consistent messaging in produced materials.
- Graphic design for Campus specific and Central projects: creating art for use on website, slides, posters, rack cards, etc.
- Assist in preparing files for printing in-house, ordering from outside vendors, and overseeing project completion.
- Willingness to learn ROCK system/coding for keeping website updated.
- Use Communication Request Form, Basecamp and Dropbox to help with organization and production in department.
- Provide design input to keep up with current communications trends.
- Strong computer skills; proficient in Adobe Creative Suite, PowerPoint, Microsoft Office.
- Highly organized and detail oriented with good verbal and written communication skills.
- Ability to prioritize daily workload, multitask, and meet deadlines; be flexible and adaptable in a fast-paced department.
- Good grasp of teamwork, interpersonal skills, and effective administrative processes in a professional environment.

Additional Requirements:

- Attend weekly campus/ministry meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.