

Job Description

- Position:** Graphic and Digital Media Specialist
- Reports to:** Director of Communications – Carolyn Tjards
- Schedule:** Part-time (1,200 hours per fiscal year; est. 20 hours/week); Hourly, Non-Exempt
- Employment Classification:** Assistant/Administrator (A)

Overview:

Provide graphic design, website and administrative support to the Communications Department for our Church-wide and individual Campus projects.

Responsibilities:

- Work with Director of Communications to design digital, print and various communication tools that align with current trends.
- Adhere to Compass branding standards for design, organization and content to ensure consistent messaging in produced materials.
- Prepare files for digital use, printing in-house and ordering from outside vendors.
- Strong ability to use online organizational tools to assist in production and project completion.
- Strong computer skills; proficient in Adobe Creative Suite, PowerPoint, Microsoft Office.
- Proficient in basic coding for website and app updates.
- Highly organized and detail-oriented with excellent verbal and written communication skills.
- Proven ability to prioritize daily workload, multitask effectively and meet deadlines while remaining 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.
- A willingness to take on other duties as assigned.