

Position Description

Communications Specialist: Graphic Designer & Content Creator

Position Overview

This position is responsible for supporting the church Communications Team through graphic design and content creation that helps drive the mission, vision, and culture of Christ Fellowship as one church, two languages. This includes creating digital content for English and Spanish channels/media, supporting special Communications projects, and providing graphic design support for ministry events and initiatives throughout the church. Additionally, this role includes assisting in written communication for our Spanish campus, by translating existing English materials into Spanish. This person must be fluent in both English and Spanish written and verbal communication.

This is a 20-25 hour per week hourly position. As such, this person is expected to manage workload and time with his/her supervisor, with the expectation that most of the work will occur in the office during normal business hours.

Relationships

This person reports to the Communications Director and works closely with Communications team and Spanish Lead Director; interacts and coordinates with ministry leaders churchwide, as needed for projects and events.

Key Responsibilities

- Creates digital graphics and content for our platforms, such as websites, emails, mobile apps, and social media accounts, within our brand guidelines.
- Develops branding and design assets for church ministries, events, and initiatives.
- Translates content for Spanish events, graphics, and printed materials, with oversight of Spanish Lead Director.
- Captures and edits social media video content, using trending templates and sounds on popular social media platforms.
- Designs print materials for church ministries, such as flyers, postcards, banners, and signage.
- Assists Communications Director in executing and honing social media strategy for various platforms (e.g. Facebook, Instagram, and TikTok).
- Assists Brand Storyteller in capturing Story content (video, audio, and written) for our Spanish congregation, with oversight of Spanish Lead Director.
- Perform other duties as assigned by supervisor.

Specific Skills and Strengths

- Fluent in English and Spanish, with the ability to translate written communications.
- Proficient in Adobe Creative Suite, including Photoshop, Illustrator, and InDesign.
- Experience with creating social media brand content and engaging with social media communities.
- Ability to capture and edit light social media video content via mobile device.
- Ability to manage multiple projects at once, with special attention to detail.
- In-touch with current social media trends and platforms.
- Willingness and desire to learn new skills and try new things.

Work Environment and Physical Demands



This person must be able to exchange accurate information when working with others, think critically and act logically to evaluate situations, solve problems, and make sound decisions. He/she must be able to operate a computer, read and comprehend information while researching or other activities throughout the day, and remain stationary at least 50% of the time. He/she must be able to move about the facility to meet with people. He/she must also be able to lift up to 30 pounds and maneuver it (i.e. twist, push, pull, etc.) and be able to move heavy loads by hand and other similar actions periodically.