

## Job Description

Title – Communications Team Production Specialist

Team: Administrative staff

Reports to: Staff Elder of Administration

Work Hours: ~30 hours per week

Approved by: Senior Staff Elder

Other Benefits: See employee handbook



The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and skills required. If interested in applying, please email a resume, along with a portfolio of work, to [jobs@ccclh.org](mailto:jobs@ccclh.org).

## Job Overview

The Communications Team Production Specialist serves as the central point of contact and coordination for all church graphics and artwork. They will work with the staff to ensure that the creative and design needs of the church are met. In addition to graphic design, some administrative tasks are also involved in supporting our ministry teams.

## Essential Qualifications:

- Unmistakable love for God, His Word and His Church.
- Degree in communications, marketing, media or related field or 3 years of experience in lieu of degree
- Demonstrable competency in Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.)
- Proficiency with G-Suite applications, Microsoft Office, and the use of general office machines
- Excellent written and oral communication skills
- Proven ability to take projects from beginning to end
- Organized and able to manage multiple projects in a fast-paced environment
- Be able to design for digital and social media in alignment with brand standards.

## Preferred Skills:

- Knowledge in working with WordPress
- Skilled at planning and executing search and social media
- Skilled in short-form writing (posts, e-blasts, etc.)
- Be able to edit media for social posts
- Other design and production disciplines (video, audio, animation, etc.)

#### Responsibilities:

- Prepare, design, publish, and produce weekly Christ Community Church (CCC) communication publications in print and digital such as bulletins, announcement slides, banners, posters, etc.
- Work with ministry leaders to produce graphics and assets (print and digital) for their events
- Maintains website including all links, branding, marketing, photos, events, sermons, and podcasts
- Work with staff to plan and organize needs including calendaring events with timeline of project due dates
- Create content for social media (weekly sermons, church events, etc.)
- Capture images and videos of church events to use for promotional purposes

#### Expectations:

- Be an active part of the life and culture of the church (e.g. attending worship services, participating in a community group, etc.)
- Mature, Christ-like character.
- Ability to exercise discretion, good judgement, confidentiality, and patience in personal relationships and in management of information.
- An amiable relationship with other team members and pastoral staff.
- A teachable and courteous disposition while working with others.
- A selfless attitude that celebrates other people's accomplishments while pursuing excellence in all things
- Demonstrate professionalism through appearance, attitude, and allegiance.
- Ability to organize, prioritize and execute tasks in a timely manner (able to perform under deadlines and pressure).
- Possess a broad knowledge of church policies and procedures.
- Commitment to the doctrine, values, and direction of CCC.

#### Physical Requirements

- Prolonged periods sitting or standing at a desk and working on a computer.
- Must be able to stoop and crouch to access office supplies.
- Must be able to lift up to 25 pounds at a time.

Values:

At the end of the day job descriptions can never capture all that the job requires which is why this values section is so important. If a staff member of Christ Community Church exemplifies these shared values, then no job description is actually necessary. Likewise, if that staff member does not embrace these values (in both assent and action) then no job description could ever be adequate.

**Gospel.** Never to be assumed, always to be made much of. This is what we are about. Not simply the first four books of the New Testament but all of its necessary implications and inferences for the way we live and carry out our vocations.

**Balance.** In life, work, family, theology and practice we strive to maintain the right perspective. This looks different for every role at CCC.

**Passion.** You will not last long in any role at any church without a passion for what you do. Passion is the natural outflow of a heart and mind that knows its Creator and God. It shows in every aspect of what you do, how you do it, and how you are excited to get others involved in it.

**Team.** We are not trying to build a church with a counseling ministry or a great children's ministry or a great preaching ministry or any other successful silo of ministry. We are, by God's grace, striving to build a great church. Period. This means we all work together in our various roles toward that end.

**Fruitful.** We rest in the words that Christ will build His church, but we work knowing He is building it through us. In other words our theological conviction in God's sovereignty actually fuels our belief that results in ministry matter rather than allowing for mediocrity to pass as Christian ministry.