

CARMEL BAPTIST CHURCH

Position Description

Communications Associate

Ministry Area: Communications

Reports To: Communications Director

Supervises: n/a

FMLA: Full-time, non-exempt

SUMMARY OF THE BASIC FUNCTION

Promote the vision, mission and guiding principles of Carmel Baptist Church by supporting all components of communications and marketing.

GENERAL QUALIFICATIONS

Knowledge: Bachelor's degree in communications or marketing.

Skills: Must be proficient in Adobe Creative Cloud and Google Suite. Must also have design and photographic editing skills. Must be proficient working in a web site content management system (CMS). Must have the ability to effectively develop/edit written content and create visual concepts to communicate ideas.

Experience: Minimum of 2 years experience in the communications/graphic design field. Must have experience with electronic and print publication management. Must have experience using current design software and producing graphics for print and digital use.

Physical Demands/Work Environment: Must be able to communicate in person and on the phone effectively. Must be able to sit at a desk at least 75% of the time, in front of a computer screen, using the keyboard and mouse. Position involves project management with bending, stooping, and lifting. Must be able to lift 25 pounds.

Mental Requirements: Must be organized, efficient, reliable and detail-oriented. Must have strong interpersonal and communication skills. Must be able to work well under pressure and prioritize tasks in a multi-task and multi-department environment.

SCOPE OF AUTHORITY

n/a

ESSENTIAL FUNCTIONS

- Design graphics for print and digital communication
- Draft and edit written content as needed (electronic and print)
- Oversee and update digital content for a strong online presence (web, social media, other)
- Oversee development and distribution of print and digital publications
- Help develop and maintain communications planning and production calendars
- Participate in staff meetings and planning sessions as needed
- Assist in other areas of the Communications Department as needed
- Maintain positive relationships with ministry teams and volunteers
- Remain knowledgeable of emerging technologies in new media, particularly design programs such as Illustrator, Photoshop, Acrobat, and InDesign
- Other duties as assigned