

CREATIVE & DIGITAL DESIGNER

SUMMARY DESCRIPTION:

As a member of the Ministry Support Staff, this position is responsible for print and digital design and provides support to the Ministry Staff, Ministry Area Team Leaders, and congregation.

QUALIFICATIONS:

Must have the ability to work well under limited supervision, relate well with others and be proficient in Adobe Creative Suite and social media platforms. Must also be professional, flexible and helpful to the church congregation.

PRINCIPAL DUTIES:

1. Church Publications (60%)

- Coordinate with ministry staff to design and post monthly church newsletter
- Prepare documentation to mail monthly newsletter to the congregation
- Coordinate with ministry staff to design and post weekly worship guides
- Design and post brochures/publications as needed
- Design and post devotionals as needed
- Design and post additional projects as needed
- Maintain photo library

2. Website/Social Media/Video Monitors (40%)

- Responsible for creating, maintaining, and updating the LPC website
- Update church announcements and slides for video displays
- Manage and update social media outlets
- Assist Live Stream Crew in developing active links
- Develop weekly congregational emails

SUPERVISION: Reports to the Church Business Administrator

This is a part-time (25 hours/week)

Office Hours Monday & Wednesday 1 pm – 4 pm
(remaining hours can be done in the office or at home)

For more information, please contact Sherry Showalter at 513-932-2751 or sherry@lebanonpresbyterian.org or email resume and statement of faith to admin@lebanonpresbyterian.org.