

**Purpose of Role:** *Responsible for multimedia and graphic design needs for all ministries, including print, digital graphics, social media, and website environments.*

### **General responsibilities**

#### *Multimedia Production*

- Responsible for recording and live production of all Journey church videos.
- Ensures all videos are recorded, edited, and uploaded in a timely way and to Journey Church standards.

#### *Social Media*

- Actively manages all social media accounts for ministry promotion on weekly basis (Instagram, Facebook, Youtube).
- Designs & implements social media marketing plan for each ministry.

#### *Website*

- Maintains & updates church website with relevant theming and content.
- Builds all website pages.
- Integrates website with MyCCB for all forms, calendars, events, etc.

#### *Creative Design*

- Designs all church ministry print material, digital slides, graphics, announcements so they are done with excellence and uniformity.
- Designs building, and event signage as requested.

### **Weekly duties:**

- Coordinates with each ministry for design, promotions, and communication planning.
- Trains and develops volunteer ministry team.
- Gatekeeper for all Journey website and social media needs.
- All other duties as assigned.

### **Skills & Experience Required**

- 2 Years related experience working in graphic design, multimedia, video, and/or web design environments
- Proven Wordpress website architecture abilities.
- Strong attention to detail
- Ability to perform variety of tasks in fluid environment.

### **Part Time**

Position is considered part time with primary focus on all aspects of multimedia & graphic design for Journey Church.

*Compensation:* Negotiable, salaried, exempt employee.

Estimated time required per week: 10-15 hours.