

West Ridge Church

Communication/Graphic Design Coordinator



West Ridge Church, located in NW Atlanta, was founded in 1997 by Senior Pastor Brian Bloye. West Ridge has grown from just a handful of people meeting in an elementary school to over 5,000 people attending weekend services. Known as a non-traditional church, the mission of WRC has always been to lead people on a life-changing journey to become fully devoted followers of Jesus Christ.

ROLE SUMMARY

The Communication/Graphic Design Coordinator is responsible for assisting the Communications Director as outlined below:

KEY RESPONSIBILITIES

- Graphic Design
 - Create deliverables for print, screen and website use
- Website
 - Manage Wordpress website/platform
 - Updating ministry and event pages
- Email
 - Creating Copy/Editing/Distributing church-wide emails through Mail Chimp
- Photography
 - Capturing and editing photos
 - This skillset is desired, but is not essential
- Live Stream
 - Preparing weekly language for Live Stream
 - Moderating Sunday Live Stream Services

QUALIFICATIONS & REQUIRED SKILLS

- Heart for the local church, a growing relationship with Jesus Christ and a passion to use communications to reach others.
- Degree in communications, media, or related field, or at least 2-4 years' experience in communications.
- Proficient in Creative Suite programs, such as Adobe Photoshop, InDesign, Lightroom, and Illustrator.
- Excellent written and oral communication skills.
- Proven ability to take projects from beginning to end.
- Organized and able to manage multiple projects.
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done.
- Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately.
- Organized, creative thinker and highly productive, working in a fast-paced environment.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.

Schedule: Sunday - Thursday

Average Hours/Week: 20 hours per week

Status: Part-Time, Non-Exempt

Location: West Ridge Church - Dallas, GA

Reports To: Communications Director

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. West Ridge Church Leadership reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.