



**Reports to:** Communications Director

**Classification:** Full Time Exempt

## OVERVIEW

We are seeking a full-time **Graphic Design + Social Media Coordinator** to join our Creative Team. This strategic, hands-on role works directly with the Communications Director to design, develop, and produce graphics and promotional materials that support the ministries of Mt. Pisgah. From print and digital graphics to social media content and visual storytelling, this position plays a vital role in delivering a clear and consistent message to support our mission of **loving, growing, serving, and going**.

## QUALIFICATIONS

- A born-again follower of Jesus Christ, baptized by immersion, with a growing personal walk with the Lord
- Bachelor's degree or equivalent experience in Graphic Communications, Design, Marketing, Social Media, etc.
- Strong time management skills with the ability to juggle multiple projects in a fast-paced, ministry-first environment
- Proficiency in Adobe Creative Suite (Illustrator, InDesign, Photoshop)
- Excellent typography and layout skills with a clear understanding of branding principles
- Ability to create and execute cohesive social media content across multiple platforms
- Self-motivated, reliable, and able to take initiative
- Ability to handle constructive feedback, adapt designs based on team needs, and stay flexible with working hours around major church events and outreaches.
- Agreement with and affirmation of the Baptist Faith and Message 2000
- A commitment to maintaining a consistent Christian lifestyle, including abstaining from drugs, alcohol, and tobacco
- Integrity in speech and personal social media activity.
- Experience serving or working in a non-profit environment or ministry setting is preferred.



## RESPONSIBILITIES

- Work alongside the Communications Director to collaborate with ministry teams to facilitate creative brainstorming sessions aligning with their mission.
- Design high-quality graphics to support ministry initiatives and weekly programming.
- Ensure that all graphics are visually appealing, on-brand, and meet the communication goals of each ministry.
- Produce and restock ongoing print materials for Mt. Pisgah's weekly use, including bulletins, connect cards, and other essential resources.
- Work directly with Communications Director to design and produce promotional materials for special events and services.
- Create and execute a cohesive social media content strategy for multiple ministry platforms and programs.
- Photograph events for promotional and archival use.
- Stay updated on design trends and social media tools.
- Proofread all publications for spelling, grammar, accuracy, and content.
- Maintain organized file management by following established protocols for the use of shared documents, graphics, and digital assets.
- Assist in the planning and execution of cohesive, on-brand church events in coordination with the Communications Director.
- Manage multiple projects simultaneously while adhering to deadlines.
- Other duties as assigned by the Communications Director.

## EXPECTATIONS

- The Graphic Design + Social Media Coordinator is expected to support the mission and ministries of Mt. Pisgah by carrying out direct responsibilities and offering support in additional ministry areas as needed.
- Active church involvement is essential to maintaining effective communication and supporting a unified church ministry team.