



GROVE CITY  
ALLIANCE  
CHURCH

## Graphic Arts and Communications Administrator

Position: Part-Time Graphic Arts and Communications Administrator

Department: All Church

Reports to: Executive and/or Lead Pastor

Status: Part-time: 29 hours per week / Non-Exempt

### SUMMARY

The Graphic Arts and Communications Admin will create, organize, plan and implement effective communications messages and strategies for/with church and community audiences. The individual will support church and ministry leaders in conveying their vision and communications priorities to appropriate audiences.

### QUALIFICATIONS

- A clear and growing relationship with Jesus Christ.
- A total agreement with and commitment to the GCAC Christian Code of Conduct.
- Excellent interpersonal, organizational, communication (both written and verbal) and critical thinking skills. Have good grammar skills.
- Be proficient with computers, and with MS Office (all products including Word, Excel, Power Point and Publisher), Adobe, and the church graphic arts software.
- Ability to Learn and use "Planning Center" modules.
- Consistently carry out tasks in an organized manner.
- Ability to work and communicate well with Pastoral Staff and department administrative assistants.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**Graphic Arts:** responsible for developing, creating, and maintaining up to date graphic arts materials for Grove City Alliance Church communications.

- The creation and organization of pre-service slides
- The layout and creation of the weekly church bulletin (Student and Family ministries will provide graphic arts materials for the layout).
- The layout, creation, and publication of church newsletters for "all church" and "adult" ministries, bulletin inserts, posters, handouts, and flyers
- The layout, creation, and ordering of outsourced banners and posters.
- The layout, creation of the annual report picture book
- The layout, creation and maintenance of the church website
  - Creation of new pages and sections when necessary
  - Weekly updating of church events
  - Weekly updating of individual ministry pages
  - Forms creation and implementation
  - Updating weekend links, online church, outdoor services, etc.
- Create and update church app



GROVE CITY  
ALLIANCE  
CHURCH

## Graphic Arts and Communications Administrator

**Church Communications:** responsible for insuring quality and ample communications for Grove City Alliance church ministries.

- Create a Communications Policy that would encompass the weekly bulletin, announcement slides, church website, announcement videos, indoor and outdoor banners, social media, e-news, texting, lobby signage and others.
- Create a social media plan for the church and implement
- Gather information on events to be communicated via all routes of communication and schedule out announcements.
- The layout, creation, and sending of “all church” and “adult” ministries E-letters, Facebook communications, TV communications, Insta-gram, and any other media used to communicate.
- Planning with the appropriate ministry head of all graphic art displays in the lobby and on the church slat-boards except for the student ministries and family ministries displays.
- Planning with the Lead Pastor on future sermon series and creating sermon slides, announcements and Bible App weekend material

### Purchasing

- Make orders /purchases for outsourced banners, posters, and other communication materials.
- Make orders /purchase needed software, resources for graphic arts and communications work.
- Ordering of Graphic Arts display components as needed.

### Staff Communication

- Communicate weekly with each department administrative assistant to insure sufficient coordination.
- Meet regularly with your direct report
- Maintain a countdown calendar for large events so that staff know the deadlines for communicating needed information to the graphic arts and communication administrative assistant to insure timely production of materials and communications.

### Filing

- Maintain an organized file system on shared files so that staff can access graphic arts materials when needed.
- Gather photo archive for the church to help in communications and celebration events.

### General

- Carry out routine office duties, including phone and e-mails communications, in a professional and courteous manner