

# HOPE CHURCH



**Job Title:** Creative

**Position Status:** Part Time

**Reports To:** Creative Director / Executive Pastor / Lead Pastor

We are seeking a creative and versatile individual to join our team. They will be responsible for helping to conceptualize, design, and produce visual content across various mediums, including graphics, physical print, digital design for web and social platforms, and videos.

## **QUALIFICATIONS:**

- Passion for the creative world and the church world
- Have knowledge of graphic techniques and concepts
- Must possess an understanding of graphic design principles, methods, and practices
- Proficient in one or more creative programs, including Canva, Adobe Creative Suites, and Affinity Suite
- Flexible and willing to adapt to changing or competing priorities; able to manage multiple demands; open-minded and continually seeking new ways to grow personally and professionally; driven to succeed and have a “can-do” attitude
- Interest or experience with website design
- Attention to detail, time management skills, and spatial design
- Able to take initiative and work independently on projects
- Attend Hope Church as a member and embrace church leadership and values.

## **RESPONSIBILITIES:**

- Work with other team members, who may include graphic designers, photographers, videographers, production/worship team leaders, and ministry leaders, to help contribute and complete creative projects
- Design and develop all types of print and web media/material
- Maintain brand standards, including image, message, style, icons, and logo usage
- Must execute design and layout concepts that are clear and concise
- Complete some projects by coordinating with outside agencies, art services, printers, etc.
- Work in a fast-paced environment, executing work under tight production deadlines and ensuring the accuracy of the design on the final product

- Ensure established schedules and deadlines are achieved on a consistent basis; produce consistent work within established standards; prepare independently by gathering necessary information and materials

**DAILY TASK EXAMPLES:**

- Fulfill daily tasks assigned to the Creative Team within Basecamp.
- New Series Designs
- Special Event Designs
- Screen Support templates for Sunday Services
- Content Creation and Scheduling for Social Media
- Capturing/Editing Videos
- Invite Cards for new events (design, print)
- Special services materials (i.e., offering envelopes, special giving cards, prayer cards)- (design, print)
- Unique outreach materials, i.e., Stickers, T-shirts, Buttons, Outdoor Banners, Postcards

**NOTE:** We are willing to consider applications from those who may be skilled in one area but not both: graphic design or photo/video.

**HOURS:**

Part-Time, 15-20 hrs+/Schedule will be negotiated upon acceptance.

Full-Time opportunity is available upon 60-day review.