



**JOB TITLE:** PRINT PRODUCTION & WEBSITE SPECIALIST

**REPORTS TO:** Director of Communications

**JOB PURPOSE:** To serve our ministries and congregation by producing printed materials and website design that clearly communicates the mission and vision of Grace Covenant Church.

**DUTIES AND RESPONSIBILITIES:**

- Collaborate with the communications team to maintain brand standards and overall organizational image through print and website design
- Be responsible for all in-house print production work including weekly bulletins, promotional cards, brochures, booklets, DVDs, CDs, nametags, certificates, etc.
- Update and edit existing print pieces in Illustrator, InDesign and Photoshop
- Maintain printed materials throughout the Grace campus
- Coordinate, set up and prepare all printed communication materials for Sunday worship and other ministries
- Maintain paper, toner and all print supplies
- Coordinate the maintenance of all campus printers
- Make regular, weekly updates to the website content and graphics
- Complete all website maintenance, including but not limited to updates, plug-ins, troubleshooting, domain renewals, etc.
- Prepare website and social media usage reports monthly
- Proofread communication materials
- Maintain and complete CD orders from the recording ministry
- Continually researches and recommends updates for machines and software to improve printing quality and the church's online presence
- Other duties as assigned

**THE IDEAL EMPLOYEE WILL:**

- Troubleshoot hardware and software issues effectively and efficiently
- An ability to focus on details and organize files and documents
- Maintain systems to organize time use and resources
- Produce high-quality and exceptionally accurate work in a fast-paced environment and maintain effectiveness when faced with change, opposition or emergencies
- Be a team player and work well with others in the Communication Department
- Embrace a willingness to help others in a caring manner and accurately assess and anticipate their needs
- Possess a commitment to personal growth and reflection
- Desire to use talents, time and abilities to serve the Lord

**QUALIFICATIONS:**

- Communications, print production or website background (1-3 years)
- Associates Degree
- Efficient in WordPress and HTML/CSS and some experience with PHP and Javascript
- Familiarity with Illustrator, Photoshop and InDesign (Adobe Creative Suite)
- Ability or experience to edit short clips and videos for social media a plus
- A commitment to the core values and statement of faith of Grace Covenant Church

**JOB STATUS:**

- Full-time (30 hours/week)
- Benefits provided
- Non-Exempt