



JOB TITLE: WEBSITE & PRINT PRODUCTION SPECIALIST

REPORTS TO: Director of Communications

JOB PURPOSE: To serve our ministries and congregation by maintaining and updating our website, preparing and producing printed and other media resources, and overseeing other technical equipment for the Communications Team.

DUTIES AND RESPONSIBILITIES:

- Maintain, update and continually improve the Grace website (WordPress) with content, plugins and new technologies
- Be responsible for in-house print production work including the set up and printing of weekly bulletins, promotional cards, brochures, booklets, DVDs, CDs, nametags, certificates, signs, etc., in Illustrator, Photoshop and InDesign
- Coordinate the maintenance of all campus printers, printer installation for new employees and printer training and maintain all printer, paper and related media supplies
- Other duties as assigned

CORE COMPETENCIES:

- Be a WordPress wiz and have a deep understanding of how to continually improve websites
- Be detail-orientated, preferring to work within processes and creating systems to troubleshoot hardware and software issues effectively and efficiently
- Thrive when solving problems and figuring out how to fix things
- Produce high-quality and exceptionally accurate work in a fast-paced environment and maintain effectiveness when faced with change, opposition or emergencies
- Enjoy working with machines (printers)
- Desire to use talents, time and abilities to serve the Lord and work in a local church environment

QUALIFICATIONS:

- Proficient with WordPress and HTML/CSS and some familiarity with PHP
- Associates or bachelor's degree
- Experience with Illustrator, Photoshop and InDesign (Adobe Creative Cloud)
- 1-3 years of professional experience on a communications team or equivalent experience
- Be willing and excited to maintain and oversee the printing process
- 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