



MANHEIM BIC CHURCH

MBIC Communication Coordinator and Graphic Designer (PT)

Ministry Description, Rev. 1/18/2024

Position Title: MBIC Communication Coordinator and Graphic Designer

Job Summary: The MBIC Communication Coordinator/ Graphic Designer serves the mission of MBIC by collaborating with key leaders and volunteers for the effective communication of programs, events, and activities. This person brings clarity and creativity to the process of telling the story of what God is doing within our church. They work to inform and inspire the congregation through compelling, timely messaging and resource development.

Job Status: Part-time, Hourly wage. Up to 20 hours per week. Partial remote work available. Schedule determined by supervisor.

Responsibilities:

1. Graphic Design

- a. **Regular** (These duties occur on a weekly or monthly cycle):
 - i. Design and produce content for Sermon Series (e.g., slides, header graphic, bumper video, social media, handouts, etc.).
 - ii. Design and produce bulletins (print and digital), slides, and other resources to inform the congregation of events and programming.
 - iii. Collaborate and assist ministry leaders in the development and publication of communication (mass emails and newsletters).
 - iv. Produce and schedule content for social media platforms that fulfill communication strategies.
- b. **Occasional** (These duties occur throughout the ministry year but do not constitute weekly tasks):
 - i. Collaborate with ministry leaders to produce projects for ongoing programming (e.g., resource development) and special events (e.g., promotional materials)
 - ii. Update church signage for special events and general improvement.
 - iii. Maintain and update MBIC's website to ensure timely and accurate information.
 - iv. Coordinate the regular capturing of images and videos from MBIC special events and the life of the church.

2. Communication

- a. Meet weekly with the Communication Consultant to coordinate communication strategies within public square platforms.
- b. Communicate and clarify public square communication strategies with ministry leaders.
- c. Maintain website calendar and events information.
- d. Regularly coordinate with ministry leaders about communication strategies and scheduling to ensure accurate and timely communication.
- e. Collaborate and consult with ministry leaders for effective communication strategies in their areas of responsibility.

- f. Assist ministry leaders with online registration creation.
 - g. Review published information for quality control and brand standards.
- 3. Other duties as assigned**

Experience & Abilities

1. Education: Undergraduate degree preferred (or equivalent professional experience)
2. Experience: 1-2 years of proven experience in an equivalent professional graphic design or communication position.
3. Portfolio: A portfolio may be provided to demonstrate relevant abilities and experience.

Qualifications and Requirements:

1. Spiritual

- a. Have a growing relationship with Jesus Christ.
- b. Live a lifestyle that reflects Biblical standards consistent with those outlined in the BIC Manual of Doctrine and Governance.
- c. Be an active attender or member of MBIC or willing to join the church.
- d. Believe that the Holy Spirit is active in our world today.

2. Technical

- a. Proficient with graphic design tools.
- b. Proficient in desktop publishing.
- c. Proficient in designing website and social media content.
- d. Experience in managing multiple communication channels
- e. Experience working with Planning Center Online (PCO).

3. Professional

- a. Capable to engage effectively in a team environment with staff and volunteers.
- b. Strong organizational skills for planning and managing deadlines.
- c. Flexibility, resourcefulness, and a willingness to serve within a dynamic church environment.
- d. Capable of stewarding resources and budget for church publications, resource development, and advertising.

Reporting Relationships:

- This position is supervised as administrative staff by the Executive Pastor and reports directly to them. The Lead Pastor provides direction for communication strategies.
- The role works in direct coordination with a contracted communication consultant.

Compensation:

- This position is a part-time hourly role. Payment is made every two weeks by direct deposit. Wage rate is reviewed annually.