

Design Coordinator

Part Time – 15 hrs

Role Location : Atlanta, GA USA

Date Posted : April 29, 2018

Job Overview :

This role is responsible for coordinating and executing all continuous weekly Communication Department needs at a high level of excellence and independence, including public communication and design. This role will require exceptional organizational skills, precise writing abilities and extensive design expertise via Adobe Creative Suite.

Supervisor :

Communications Director

Duties & Responsibilities :

- Project manage weekly staff departmental needs and manage announcements and weekly public communication content.
- Work with Lead Designer to collaborate on social media platforms to coincide with Instagram messaging and design.
- Manage content, design and print weekly announcement sheets.
- Create weekly announcement slides and any additional sermon slides.
- Upload Planning Center with accurate weekly content for the Sunday gatherings.
- Connect with Sunday gathering teacher and communicate with our Media Producer to post weekly sermons and send processing questions.
- Update church website with current events, updates and sermons.
- Engage with our social media avenues and clearly communicate on behalf of Grace Midtown to comments and social engagement.
- Manage Facebook events and connect messaging with all social media outlets.
- Respond to all Facebook and Instagram messages and team emails.
- Update weekly leadership school note sheets. *(Fall / Spring)*

Expectations & Rhythms :

- Attend a weekly touch point meeting with Communications Team
- Responsible for managing weekly recurring tasks and designs for the church.
- Work from State Street offices on Tuesdays – plus one other flex day.
- Ability to be flexible during high and low seasons, jump in when there is a need and to be a team player.
- Requires a strong knowledge of Adobe Creative Suite – specifically Illustrator and InDesign.
- Requires strong writing and editing skills to have a careful eye on all weekly published material – whether through social media, printed material or published media.
- Requires a basic knowledge of website and RSS feed maintenance.
- Requires a basic knowledge of email marketing software.
- Grace Midtown will provide Adobe Creative Suite for this role.