TIMBERLAKE CHURCH JOB DESCRIPTION

Job Title: **Creative Designer**
Level: **Ministry**
Department: **Creative**
Reports To: **Communications Director**
Issue/Revision Date: 7/10/2018

NOTE: *To be considered for this position, you must submit samples of your graphic design work as well as links to social media accounts you manage.*

Requirements

- This person must love God and have a personal relationship with Jesus Christ.
- Proven experience in graphic design.
- Provide evidence of maintaining successful social media profiles with relevant style and high engagement.
- Must be meticulous in their attention to detail, especially concerning grammar and spelling.
- Have a heart to see people come to know Christ.
- Is Wesleyan in theology.
- This person shall have made the discipleship commitments to weekly worship at and tithing to Timberlake Church.
- Hard worker who is results driven.
- Ability to discern needs and respond appropriately, sensitively and proactively.
- High degree of professionalism.

Church DNA

Timberlake Church is a grace based Free Methodist church, with a non-denominational "feel." We are committed to both halves of the great commission reaching the lost and disciplining the saints.   Here is how some of that is lived out:

- We always seek to grow through conversion, that is job one!
- Preaching on the weekend is preaching for life change.
- We believe authentic worship is a transformational experience
- We think church should be exciting
- Positive people are the ones who are allowed to lead
- We are warm to the gifts of the Holy Spirit
- Growth groups are our primary plan for Spiritual Growth and Community
- This person shall have made the discipleship commitments to weekly worship at and tithing to Timberlake Church
- Our primary mission is for kingdom expansion is through church planting and campus expansion.
- We operate with lean staff
- We seek to raise and army of volunteers for God's Kingdom purposes.

- We believe that God still works in lives powerfully today as we
  - Say "Yes" to Jesus
  - Take our Next Right Step
  - Expect Life Change

Personality/Relational Profile

As the Creative Designer, you will be responsible for the majority of Timberlake's graphic design needs, as well as maintaining high organizational visibility on various social media platforms. The successful candidate will be able to thrive in a solution-oriented, results-driven environment.

General Responsibilities
A. Graphic design
- Produce visually appealing graphics for various applications, including: video, website, print, and social media.
- Work with ministry leads and other staff to ensure accuracy of data and other content.
- Implement an effective system of project management to ensure deadlines are met while maintaining high standards of excellence.
- Present designs for approval in a professional, well organized manner.
B. Social Media
- Maintain high visibility on multiple social media platforms including: Instagram, Facebook and Twitter.
- Monitor emerging trends in online promotion/communication and identify new ways to engage the target population.
- Posts should be aesthetically pleasing, error-free and published with an appropriately high frequency.
- Posts should follow current style trends and stimulate high levels of engagement.
- Exercise good judgement when posting, with sensitivity to people of different nationalities, cultures and backgrounds.
- Social media strategy should prioritize reaching the unchurched and growing a multicultural congregation.
C. Proofread all publicly circulated media maintaining 100% grammar and spelling accuracy.
D. Work closely with the video production team to fulfill graphics needs.
E. Collaborate with the Creative Pastor to produce fresh, engaging content that accurately represents Timberlake's culture.
F. Work closely with the Communications Director to ensure corporate branding guidelines are followed.
G. Attend all staff meetings, luncheons, and staff chapels – and other meetings as needed/requested.
H. Other duties as assigned.

Hours: Approximately 45+ hours a week