



Joining God in the renewal of all things.

Communications & Graphic Design

20-25 hours per week | Directly reports to Executive Pastor

Christian Character

- Must have a personal relationship with Jesus Christ and exemplify the fruit of the Spirit in both your professional and personal life.
- Must fulfill all of the requirements of membership of Vineyard Church. Must be a servant-leader and a team-player.
- Must lead and work well with others.
- Must be humble, reliable, punctual, missional, and consistently driven to do ministry with excellence.

Job Description

This position is both artistic and strategic. The ideal candidate will work closely with the pastoral staff to ensure all necessary communications are clear and accessible, while stewarding the overall design aesthetic and brand of Vineyard Church.

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Communications

- Participate in planning meetings
- Meet regularly with staff to determine communication needs
- Develop and implement social media strategy
- Edit and upload weekly sermons to the podcast feed
- Write/post/broadcast weekly text messages
- Ordering print pieces and merch as needed
- Writing, editing, and copy for any marketing material
- Any additional tasks required to execute the communication/marketing strategy

Video Production

- Oversee all video production: Scheduling & directing, editing, mixing, etc.
- Make sure all equipment is clean organized, protected and maintained properly
- Graphic design, layout/design work as needed
- Sermon artwork, social media postings/graphics, signage/event posters, connect cards, tithing envelopes/postcards/merch, etc.

Photography

- Lead and Oversee a video / photography team
- Organize all photos and videos and use when appropriate
- Send photos to people post-baptism, child-dedication, etc.
- Create “slideshows” when needed for various events.

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Website Management

- Help design, manage, and update website as needed
- Refresh pictures and copy to keep up-to-date and relevant

Please send a resume and cover letter to:

sharon.mccarter@vineyardchurch.us