

DIGITAL MEDIA and GRAPHIC DESIGN SPECIALIST

Broadview Baptist is looking for a creative, detail minded **Full Time Digital Media and Graphic Design Specialist**

Are you organized with the ability to multi-task in a fast paced continuously evolving environment?

If you are a talented, creative professional with experience in graphic design, digital marketing, web content development and management, BMBC may be the right place to use your gifts.

The ideal candidate should have a heart for ministry and a desire to serve.

Join us in creating compelling social media content that resonates with our audience and drives engagement. If you are passionate about digital marketing and have a creative flair, we want to hear from you!

THE ROLE:

The role will function as the primary ministerial liaison supporting the overall communication functions and activities of the church. This role is responsible for assisting in the development of the digital brand representing the church with a professional life-giving attitude and servant's heart.

Essential Duties and Responsibilities:

- Creating, implementing and overseeing all internal and external communications and promotional materials.
- Communicate with confidence – ensures a clear understanding of the vision and digital presence of BMBC
- Champions standards of excellence through collaboration, integrity and leadership
- Demonstrate a strong attention to detail – always delivering the highest quality work product with minimal supervision.
- Developing digital campaign resources to support events and other initiatives, including social media graphics, Flock Notes, designing large print publications, infographics, logos, banners and advertising campaigns, etc.
- Develop flyers and posters to publicize church events and activities.
- Prepare bulletins for weekly worship services
- Be an expert in digital, print and design production and has experience preparing print-ready files at production standards
- Designing email BMBC brand guidelines and standards which includes websites, social media imagery, etc.
- Updating and publishing content on the website and other digital channels.
- Social Media management. IE. FB, Instagram, etc.
- Perform other administrative duties and tasks as assigned.

REQUIRED SKILLS AND EXPERIENCE

- 2 years of proven work experience as an Digital or Graphics Specialist, or Administrative role
- High school diploma or GED equivalent required

- Associate degree or bachelor's degree preferred
- High proficiency in Microsoft Office Graphic products (Word, PowerPoint, and Publisher)
- Office certification is a strong plus
- Demonstrated working knowledge of Adobe Suite. **CANVA** or other publishing tools is a strong plus
- Highly effective verbal, writing, editorial, graphic arts and desk top publishing skills
- Exceptional time-management skills, with the ability to prioritize tasks
- Be a self-starter with an innovative approach and a keen eye for detail
- Ability to work at a fast pace and stick to weekly deadlines
- Ability to navigate through multiple interruptions.
- Be committed to the church's mission, vision, and message

HOW TO APPLY: All qualified applications should submit a **resume and cover letter** to **personnel@broadviewmbchurch.org** to be considered.

Qualified candidates will be asked to provide samples of digital work