Communications Assistant
Job Description

Purpose of Position: The Communications Assistant (CA) serves the vision of Redeemer – to make Jesus' invisible kingdom visible in Winter Haven and the world – by connecting our members to the work and ministry of the church through clear communication and aesthetically pleasing graphics.

Staff responsible for: none

Personal Responsibilities: The CA is responsible to maintain his/her own spiritual growth and integrity in Christ by developing habits of Bible reading and prayer. The CA is also expected to exhibit whole-hearted commitment to and participation in the vision and ministry initiatives of RWH.

Specific Responsibilities:
1. The CA is responsible, along with the Director of Operations, for the **Communications** Strategy of Redeemer.
2. The CA is responsible for designing graphics for our digital platforms (social media, website, app, etc.) and print media (event posters)
   o The includes, but is not limited to: sermon series images, promotional graphics and flyers for other ministries of the church (Children, Students, Men & Women, Worship, etc.)
3. The CA is responsible for creating consistent and engaging social media content.

Desired Skills:
   o Familiarity with graphic design software (Adobe Creative Suite, Affinity, etc.)
   o Proficient at modifying and customizing Canva templates
   o Has a keen eye for aesthetics and details, including an understanding of design principle.
   o Experience with digital communications and social media.
   o Ability to regularly update the chalk art on our piano (in conjunction with Director of Worship) to fit the change in liturgical seasons, sermon series, or other relevant topics.
   o Able to provide a portfolio of past work.

Reports to: Director of Operations

Working Conditions: This is a part time position of 5-10 hours a week. Hours can be flexible if deadlines are met. Pay will be $25/hour.

Performance Criteria: All RWH employees participate in an annual "360° Review" consisting of a self, peer, and supervisor review.