



PART-TIME/SALARIED POSITION DESCRIPTION (30hr/week)

DEPARTMENT: Creative

TITLE: Website and Graphics Director

MAJOR RESPONSIBILITIES AND PREDOMINANT TASKS

1. Responsible to maintain and oversee all aspects of the Grace website and the content associated with it. Since the website is the main source of communication with our congregation, this needs to be held in the highest regard for being excellent, relevant, up to date with correct information, correct spelling and grammar while maintaining the “look and feel” of Grace.
 - Update ministry pages for all information and communications
 - Weekly upload of the weekend messages and podcasts
 - Refresh pictures, graphics, and videos
 - Update/refresh overall website
2. Responsible to maintain and help oversee Grace websites which currently include:
 - mygcc.org (priority)
 - Grace in Kenya
 - The Grace Project
 - Grace Counseling Services
3. Responsible to maintain and oversee all aspects of the Grace app and Grace Newsletter
 - Update information for communication of events, times, and places
 - Refresh pictures and graphics
 - Send out push notifications when needed
4. Oversee and help in creation of graphics needed across Grace ministries.
 - Produce and/or oversee the production of graphics needed for events, social media, digital or print media, weekend service needs, etc.
 - Work with Grace ministries to develop logos needed for special events or new ministry opportunities.
5. Create and upload the Online service on Saturday nights for Sunday morning Online service.
(2hrs needed after the Saturday evening service)

ORGANIZATION AND RELATIONSHIPS

The Website and Graphic's Director will report to one of the Executive Pastors at Grace Community Church. They will also work with other members of the Creative Team to help fulfill various responsibilities.

A personal relationship with Christ and a strong desire to bring the Good News of Jesus Christ to the community is required as well as "buy-in" to the overall Grace culture. This position does not have full weekend service responsibilities but does require the willingness to be available and understand that as a staff member of Grace, there will be times needed to have responsibilities during the weekend services.

NATURE OF POSITION

This position is responsible for developing and overseeing website and graphic strategies. This is not a pastoral role; however, this role may lead volunteer teams and, in that sense, does provide leadership and care in a pastoral-like capacity. The ability to communicate clearly and effectively with other ministry staff members is required to help everyone succeed.

BACKGROUND

A four-year degree in marketing, graphics, and/or website design is desired. Prior ministry and/or private sector experience is a plus but not necessary to meet the requirements for this specific role.

Strong computer skills are a must with experience with programs such as the Adobe Creative Suite, Final Cut, Wordpress or similar programs to help in the creation of graphics, websites, and videos.

The Website and Graphic's Director is the primary coordinator in the church for maintaining the Grace brand on the website and the graphics used. The person in this role needs to have ongoing expansion in new techniques pertaining to these fields and the ability to lead and empower others into successful ministry.