

**BLACK ROCK CHURCH**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Communications Assistant</b>
<b>JOB DESCRIPTION DATE:</b>	<b>September 2022</b>
<b>JOB REPORTS TO:</b>	<b>Communications Manager</b>
<b>JOB CLASSIFICATION:</b>	Part-Time <input checked="" type="checkbox"/> // Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>

**THE JOB:**

This person is responsible for supporting the communications efforts at the church through their ability to design and deliver creative content. This person is responsible for designing various types of engaging visuals and content, managing the website information and design, printing promotional materials, and regularly creating and scheduling posts for social media.

**WHO WE'RE LOOKING FOR:**

- Training and/or experience in graphic design software is required. Experience with printing equipment and web design is preferred.
- Bachelor's Degree
- Ability to deliver creative content (text, video, graphic, photo).
- They must understand and follow branding guidelines, and create items that reinforce the BRC brand.
- They should have strong computer and office skills, and able to handle recurring responsibilities and project assignments.
- Highly organized and detail-oriented.
- They must be able to work independently with minimal supervision.
- Ability to communicate clearly and efficiently.
- They must have the ability to work quickly and with strong problem-solving skills.
- Flexibility to work on multiple projects simultaneously; effectively manage time and prioritize workload.
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement.

**THE WORK YOU'LL DO:**

**Graphic Design**

- Execute creative design projects assigned by the Communications Manager such as art for TVs, web and social media graphics, logos, postcards, signs, large formats, posters, brochures, banners, swag, etc.
- Design graphics for Sunday morning sermons, and in some rare cases, input text content for speakers.
- Design and create any major graphic initiatives for Black Rock Church ministries as approved by the Communications Manager.

**Social Media**

- Oversee social media maintenance and schedule posts on BRC's Facebook and Instagram accounts.
- Brainstorm and design social media posts that support and promote BRC life change and all ministries of BRC.
- Ensure social media is maximized to reach and connect the most people to BRC and Jesus.
- Contribute to responding and engaging with people on our social media platforms.

**Website**

- Ensure website is updated by working with ministries to present current and easily understandable information.

- Manage the back-end of the website which includes maintenance, upkeep of content and functionality, page design, problem solving, and looking for improvement opportunities.

#### **Other Responsibilities**

- Send out the weekly Realm post on Fridays
- Be forward-thinking and creative in pushing ideas further to reach their highest potential.
- Coordinate with photography team as needed to acquire and store images.
- Order and track printer supplies and place printer service calls as needed.
- Responsible for printing promotional materials and/or working with ministries to train and equip them to meet printing needs.
- Attend weekly meetings to plan out communication implementation.

*The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the church grows, this position and its duties may change.*

#### **THE BIGGER TEAM YOU'LL JOIN:**

Black Rock Church is one of the largest churches in New England and has a dynamic 170 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.

#### **Communications Assistant & Graphic Designer (Part-Time)**

We are looking to fill a creative role as our Communications Assistant and Graphic Designer. This person is responsible for supporting the communications efforts at the church through their ability to design and deliver creative content. We believe that visually engaging graphics and clear communication support our ministries in pointing people to Jesus. The main responsibilities of this role will be to create various types/sizes/styles of digital and print graphics, update the website information and design, and create and schedule posts for social media. Training and/or experience in graphic design software is required.

**Email your resume, cover letter, and application below to: [jobs@blackrock.org](mailto:jobs@blackrock.org)**