



CHURCH OF THE SAVIOUR

Graphic Design Associate & Ministry Coordinator – Job Description

Church of the Saviour is a nondenominational Christ-centered church of approximately 1,500 people in the Philadelphia suburb of Wayne, Pennsylvania. We are called by Jesus Christ to penetrate the lives of people in our community (and beyond) to the glory of God. We take the Great Commission and the Great Commandment seriously, and actively support local outreach & global missions. We have personally experienced the Good News of Jesus Christ and now count it both an extreme privilege and responsibility to be ministers of reconciliation to a lost and hurting world. We depend on the Holy Spirit to enable and empower us to fulfill God's plan for our lives and our church. We are certain that Christ is supreme in all things and know we are most fully alive and fulfilled when most fully glorifying the Lord.

As the Graphic Design Associate, you will work with the Communications Director to produce visual art and graphic-design content for all ministries at Church of the Saviour.

As a Ministry Coordinator, you will perform a variety of complex, responsible and confidential administrative duties requiring a thorough knowledge of organizational procedures, precedents, IT systems and church objectives, while supporting several ministries with responsibility to know the staff and volunteers, understand their specific goals and objectives, and proactively champion each ministry in their fulfillment of the church's mission.

This Graphic Design Associate / Ministry Coordinator position will report directly to the Director of Operations for overall direction, time management and administrative assignments. The role also closely collaborates with the Communications Director and assists the Media Arts Manager as needed. This ministry position is full-time and non-exempt, and will include but is not limited to the following essential job functions:

Primary Responsibilities

- **Graphic Design (~60% of time)**
 - Capture Church of the Saviour's mission and communicate it internally and externally.
 - Produce compelling visual art and graphic-design content for various media using the Canva and Adobe Creative Suite programs.
 - Maintain consistent application of Church of the Saviour branding throughout all ministries and media types.
 - Know the channels of communication available to each ministry and, in coordination with the Ministry Leaders, manage the messaging through these channels.
 - Possess a thorough knowledge of the use of social media to promote ministry events.
 - Ensure that all printed and digital information is accurate and current.
 - Ensure a professional visual design on all media channels (website, app, etc.).
 - Assist the Media Arts Manager in the recording and editing of video content, in both creative formats (such as testimonies and promotional video) and broadcast formats (sermons and worship services).
- **Ministry Coordination (~40% of time)**
 - Greet and serve office visitors' needs in a prompt and courteous manner.
 - Address incoming phone and email traffic, ensuring that inquiries and requests are met.
 - Assist with creating, typing, printing, copying, folding, and/or distributing various teaching and communication materials, such as the newsletter and Sunday bulletin.
 - Outreach/event coordination, planning and managing the execution of weddings, funerals, volunteer fairs, summer camps, Christmas events, etc.
 - Be an expert in our church management system, utilizing it to:
 - Maintain and access confidential information on congregants and volunteers.
 - Communicate information to congregants and volunteers.
 - Manage the execution and registration for ministry events.
 - Maintain the flow of the assimilation process of new visitors and attenders.

- Arrange ministry meetings as requested by Ministry Leaders by scheduling rooms and A/V equipment, sending invitations and coordinating with Housekeeping.
 - Manage confidential information using discretion in communicating on behalf of the Ministry Leaders.
 - Problem-solve and address issues that do not require Ministry Leaders' involvement.
 - Order and maintain office supplies, books and curriculum materials as needed.
 - Complete and submit accounting forms in a timely manner.
 - Receive and sort mail daily.
 - Participate as a team player supporting other Ministry Coordinators as needed.
- Perform other duties as required, consistent with the mission of Church of the Saviour.

Core Competencies and Values

- A positive attitude and professional demeanor.
- Well-developed interpersonal skills and emotional intelligence.
- Strong communication and written skills.
- Detail-oriented with strong organizational skills.
- Ability to work as a team and individually.
- Ability to multitask on several projects.
- Ability to maintain a high degree of confidentiality.
- A self-starter seeking ways for continuous improvement.
- Demonstrated passion for sharing Christ with people of all ages, with a proven ability to communicate with both the church and un-church.

Qualifications

- A clear profession of faith in Christ coupled with a consistent close walk with Christ and evidence of spiritual maturity.
- A heart for transformational life-on-life ministry that sees this position as a calling and not merely a job.
- Commitment to become a participating member of Church of the Saviour.
- Agreement with all aspects of [Church of the Saviour's Statement of Faith](#).
- A bachelor's degree in Graphic Design, Digital Media, Communications or another relevant field.
- Strong computer proficiency, specifically in Microsoft Office 365, Outlook, Word, Excel and PowerPoint.
- Ability to change priorities due to pastoral/ministry emergencies.
- Willingness to work a flexible schedule to support the needs of ministry events.
- One year of office administration experience.
- Significant knowledge and understanding of website and social-media management.
- Experience creating graphics and use of Adobe Creative Suite programs such as Photoshop, Illustrator and InDesign.
- Experience using Canva preferred.

Please send a résumé, cover letter and graphic-design portfolio to Business Director James Mazzone at jamesm@coswayne.org.