Digital Coordinator

BETHEL CHURCH

Department: Communications

FLSA Status: Part-time

Reports To: Director of Communications

Position and Church Summary:

The Digital Coordinator is responsible to work collaboratively and independently to develop and distribute original content that clearly communicates the vision, ministry and goals of Bethel Church.

This position is critical to expand the reach of Bethel Church while simultaneously enhancing Bethel's effectiveness to pursue our fundamental goal, which is to make disciples of Jesus Christ whose lives are all about him.

Bethel is a growing, nondenominational, evangelical church that is striving to exalt Christ through expository preaching, God-saturated worship, loving community, and gospel outreach. We are located 30 minutes south of downtown Chicago in Northwest Indiana. Our five locations average between 3,200-3,400 people each weekend across eight services (pre-COVID). *Outreach Magazine* has named Bethel one of the 100 largest churches (2019) and 100 fastest growing churches (2017) in America. Visit bethelweb.org for more information.

Primary Tasks

Overall Tasks

- Assist Communications Director as directed
- Collaborate and coordinate with Bethel staff, communications, and creative team to create and strategize creative graphics and designs
- Manage some of our digital platforms, including but not limited to MailChimp, Subsplash etc.
- Design, test and launch emails within Mailchimp
- Implement web edits and changes, create new pages, regularly review website for improvements and updates, and keep the site user-friendly and following best practices
- Integrate content to maximize SEO and increase inbound traffic
- Manage App properties within Subsplash, enhance and contribute to building app, ensure reliable functionality
- Manage and organize digital media archive
- Graphic design for various projects including but not limited to, weekend slides, business cards, billboards, online graphics, banners etc.

Specific Weekly Tasks

- Launch, monitor, and maintain website content updates, email sends, app updates, app notifications and internal app messaging
- Create and manage weekend service slides
- Gather and archive weekly stream data
- Design, test and launch emails within Mailchimp
- Design and layout routine print pieces, including brochures, posters, and signage. Print-in-house or coordinate with campus admins or with outside vendors
- Attend meetings as required
- Organize, evaluate, prioritize, and manage design requests
- Liaison between outside graphic vendors
- Other duties assigned

General Church Duties

- Participate in all required events and activities for Bethel Church staff, such as Sunday services (including major holidays), staff meetings, prayer meetings, specifical events, continuing education events, training opportunities etc.
- Other responsibilities may be added as new ministry needs arise and personal gifting develops

Qualifications

- Minimum of 2-3 years professional experience as a graphic designer, digital content developer or something of the liking
- Knowledgeable about current trends and best practices for graphic design and visual concepts and design
- Self-motivated and enjoys working in a fast-paced environment with multiple priorities
- Must have strong organizational, time management and prioritization skills
- High attention to details
- Proactive attitude and temperament
- Strong work ethic with can-do attitude
- Strong knowledge of Adobe Creative Suite for design and potentially video
- Committed to teamwork with leadership, staff, and congregation of Bethel Church
- A Mature Christian who possesses a strong and growing relationship with Jesus Christ
- Identifies closely with the mission, values and doctrinal position of Bethel Church

Competencies

Creativity – Has the ability to think in fresh, innovative, and artistic ways. Possesses a good aesthetic sense and can fairly evaluate the quality and appeal of various artistic works.

Administration – Strong ability to simultaneously support/manage multiple projects from beginning to end with dependability and excellence.

Team Work– Desire to work others within a large and diverse team

Technology – Proficient in the utilization of various software platforms. This includes but is not limited to, Adobe Creative Suite, Mac, MailChimp etc.

Contact Information
Submit applications to Danielle Truckenmiller at dtruckenmiller@bethelweb.org