



CHURCH *of the*
INCARNATION

Job Title: Marketing Communications Assistant

Department: Communications

Reports to: Director of Communications

Work Hours: Full Time. *Occasional nights or weekends may be required.*

Whom We Seek: We are seeking a creative, detail-oriented, and organized Marketing Communications Assistant who is responsible for assisting the Communications Department in ensuring all communications reflect the church's brand standards and commitment to excellence. This role is in charge of printing weekly bulletins for Sunday worship services, funerals, and weddings; making updates to the website, assisting with graphic design projects, managing a photo library, and coordinating projects with outside vendors and internal clients. This position works closely with the Digital Communications Manager and Director of Communications to bring creative concepts to life across print and digital platforms.

Duties and Responsibilities:

- **Worship Bulletins:** In collaboration with Worship & Liturgy, print all worship bulletins for Sundays and special services.
- **Print Production:** Produce communications materials by preparing and formatting files for print and digital distribution, leading in-house printing and assembly, coordinating timelines for ministry and event needs, supporting both large- and small-format printing projects, and fostering relationships with external vendors.
- **Business Communications:** Design and maintain communications assets, including business cards, office nameplates, letterhead, and pew cards and envelopes.
- **Asset Management:** Organize and maintain digital design files, templates, logos, fonts, photography, and other creative assets to support consistent and efficient communications.
- **Communications Department Support:** Assist the Digital Communications Manager and Director of Communications in making updates to the website, executing marketing and communications plans, processing invoices, and other duties as assigned.

- **Ministry Support:** Partner with ministry leaders to understand communications needs, prepare creative materials, coordinate production timelines, and provide excellent customer service throughout the design process.

Requirements and Core Competencies:

- Bachelor's degree in marketing, communications, graphic design, or comparable work experience.
- Proficiency in Adobe Creative Cloud, particularly Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.
- Understanding of typography, layout, color, and visual hierarchy.
- Proficient in digital design best practices for websites, email marketing, and social media.
- Excellent organizational skills with the ability to manage multiple projects and deadlines.
- Commitment to producing accurate, high-quality work.
- Exceptional proofreading and editing skills with strong attention to detail.
- Effective written and verbal communication skills.
- Ability to work both independently and collaboratively in a team environment.
- Strong interpersonal and communication skills with the ability to collaborate effectively with ministry leaders, staff, volunteers, and external vendors.
- Ability to lift and move boxes of paper and printed materials (up to approximately 30 pounds) and assist with print production and event setup as needed.
- Willingness to work occasional evenings or weekends for major church events, photography, or special worship services.

To Apply:

Please submit a cover letter and résumé to mturner@incarnation.org.

Attention: Meredith Turner