

Design & Media Specialist
First Presbyterian Church Fort Worth



Position:	Design & Media Specialist	Reports To:	Director of Communications
Status:	Ministerial exemption & hourly	Schedule:	Full-time, onsite, Monday through Friday, 8:30 a.m. to 5 p.m. (up to 40 hrs)
Location: Onsite at First Presbyterian Church, 1000 Penn Street, Fort Worth TX 76102			

To apply, email your resume to HR@fpcfww.org

Opportunity:

Since 1873, First Presbyterian Church Fort Worth has been a vibrant source of faith and catalyst for community change. We operate a thriving early education center for children up to 5 years old and serve over 1,000 neighbors weekly through our community outreach programs. Known for our inclusive and caring environment, we're seeking passionate people to join our mission-driven team, where exceptional benefits match meaningful work.

First Presbyterian Church Fort Worth is seeking a **Design and Media Specialist** to **develop and execute digital strategies, create and publish high-quality visual content** including printed media, and **enhance online engagement** through our digital channels and social media platforms.

Contributions that Define Impact:

The essential functions listed are representative of those required to successfully perform the job.

- Create and manage graphic design projects from concept to completion for church events and materials (brochures, postcards, posters, event programs and bulletins, presentations, etc.)
- Partner with Director of Communications in formulating, implementing, measuring, and sustaining digital marketing strategies that align with the church's core values and ministry objectives
- Collaborate with ministry teams to meet design requirements while maintaining consistency with church brand guidelines, core values, and vision
- Play a key role in developing, shaping, and communicating the church's vision and ministry objectives
- Manage digital community engagement, including responding to comments and moderating content
- Track performance metrics and recommend optimization strategies
- Create visually engaging graphics and content that reflects the beliefs and values of both the Presbyterian Church (U.S.A.) and First Presbyterian Church Fort Worth
- Design messaging that effectively communicates the church's faith and theological perspective to reach members, those who have drifted from regular attendance, and the unchurched
- Maintain content calendar to strategize and schedule social media posts
- Thoroughly and proactively communicate updates to requestors or interested parties
- Assist with First Pres merchandise creation

**The Presbyterian vision for church and ministry was crystalized in the Six Great Ends of the Church: the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.*

Design & Media Specialist
First Presbyterian Church Fort Worth



- Perform all duties consistent with First Presbyterian Church Fort Worth and the Presbyterian Church (U.S.A.)'s theological beliefs and standards and participate in the Great Ends of the church (*Book of Order* in F-1.0304*)
- Embody and uphold the congregational core values: radical hospitality, intentional unity, transformational relationships, and humble service
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

Essential Requirements:

Education & Experience

- Minimum of two (2) years of experience in graphic design is required. Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop and/or Lightroom) and/or Canva
- Content planning and project management experience are required. Proficiency in Asana or similar (Basecamp, etc.) project management software
- Experience in managing multiple social media platforms, including community management, trend optimization, and growth strategies
- Proficiency in Microsoft Office 365, particularly Word and PowerPoint
- Experience in church life and Christian religion are highly desirable. Willingness to learn the Presbyterian religion, including the basic principles, beliefs, governance, operations, mission, and practices is required
- Knowledge of social media analytics tools (Facebook, Google, LinkedIn)
- Bachelor's degree in Communications, Marketing, Graphic Design, or related field is preferred

Knowledge, Skills, & Abilities

- High-level of accuracy, attention to detail, and ability to manage multiple responsibilities and projects concurrently
- Excellent oral and written communication (English) and cross-functional collaboration skills
- Self-starter who thrives in fast-paced environments and manages daily workload while meeting critical project deadlines
- Must be resourceful, flexible, and adaptable to changing priorities and able to work on a deadline
- Quick learner with the ability to easily navigate efficiently and effectively across multiple applications and systems
- Ability to understand and translate theological concepts into visual communications
- Basic photography skills with a DSLR camera; videography skills desirable
- Applied knowledge of branding principles and the ability to maintain brand consistency
- Knowledge of paid media implementation and organic content generation, or willingness to learn
- Skilled in adjusting communication styles to effectively engage with diverse audiences and exhibit professionalism in handling interactions or concerns
- Ability to adapt to workplace stressors such as complaints, noise, or competing priorities
- In-depth understanding of (or willingness to learn) organizational practices and standards relative to communications within the religious and nonprofit industries

**The Presbyterian vision for church and ministry was crystalized in the Six Great Ends of the Church: the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world*

Design & Media Specialist
First Presbyterian Church Fort Worth



Environment:

The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for individuals with disabilities.

- This position is 100% onsite at First Presbyterian Church Fort Worth and may require traveling to our community outreach center or certain offsite events. Remote work is not available
- Strong visual acuity to perform activities, such as preparing and analyzing data and figures, proofreading, extensively viewing, and reading a computer terminal or device. To properly execute graph designs and branding, must be able to see color
- Movement throughout the building and the ability to frequently sit, bend, twist, push/pull, and move up to 15 pounds. Digital dexterity is required.
- Must hear with aid, effectively converse with stakeholders, and respond quickly to sounds or emergency situations in potentially noisy environments
- Capacity to interpret feedback and incorporate revisions effectively
- Must adhere to and apply process protocols timely
- Visual and mental concentration are necessary for working at the computer for extended periods of time and tolerating frequent interruptions while performing tasks
- The position may require moderating social media intermittently outside the core hours and may require in-person Sunday attendance 2-3 times per year (time worked will be compensated)

Other Duties:

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and may change at any time, with or without notice.

Team:

At First Pres, we foster a diverse team united by empathy, authenticity, and collaboration. Our workplace promotes growth and mutual support, guided by our core values: humble service, transformational relationships, and radical hospitality. We welcome all qualified candidates eligible to work in the United States without visa sponsorship.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity and **begins at \$25.00 per hour**, paid on a semi-monthly basis.

Full-time employees are immediately eligible to participate in our robust benefits package on day 1! Our comprehensive benefits package includes:

- 100% employer-paid individual health coverage
- 100% employer-paid life, AD&D, and long-term disability insurance
- Immediate 100% retirement match, up to 6% of your earnings, with no vesting period
- Optional employee-paid benefits include family health coverage, dental, vision, and temporary disability

To apply, email resume to HR@fpcfww.org

**The Presbyterian vision for church and ministry was crystalized in the Six Great Ends of the Church: the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world*

