

# **Graphic Design & Communications Ministry Assistant – Part-Time**

## **Job Description**

*Riverstone Church*

**Date** – May 2025

**Purpose of the Job** – The Graphic Design & Communications Ministry Assistant is responsible for supporting the church's mission and vision through creative and effective media, digital communication, and promotional content. This part-time position collaborates with staff and ministry leaders to create and distribute content across various platforms, helping the church stay connected, informed, and inspired.

### **Qualifications**

- Has trusted Jesus Christ as Savior and seeks to encourage and minister to others in His name
- Has strong communication skills and is able to express ideas and concepts clearly and understandably
- Has proven graphic design skills that exhibit creativity and visually pleasing artistic expression
- Has proficiency in social media platforms and basic analytics
- Has knowledge of website content management and social media
- Has experience and a good working knowledge of graphic design tools (Canva, Photoshop, etc.)
- Has basic video and photo editing skills (Premiere Pro, iMovie, Canva, etc.)
- Has self-motivation with attention to detail and able to meet deadlines

**Supervisor** – The Graphic Design & Communications Ministry Assistant is under the direct supervision of the Director of Operations, with oversight by the Lead Pastor.

### **Major Areas of Responsibility**

#### *Reception/Administrative*

- Answer the phone courteously and professionally and respond with sensitivity to requests and needs, always maintaining appropriate confidentiality.
- Greet visitors and church people courteously and helpfully when they come to the church office.
- Work with other ministry assistants as an administrative team member.

#### *Website & Online Presence*

- Maintain and update the church website (service times, events, lyrics, sermon uploads, etc.)
- Ensure a consistent and user-friendly online experience
- Create and/or edit videos for monthly Sunday announcements and special events

#### *Digital & Social Media*

- Manage and update social media accounts (Facebook, Instagram, YouTube, etc.)
- Create engaging posts, stories, and reels aligned with church events and values
- Monitor engagement, respond to messages/comments, and analyze metrics

#### *Content Creation*

- Design graphics, flyers, slide decks, and promotional materials for church events
- Capture photos and videos during events and services
- Prepare announcement slides for use on the auditorium screens and hallway monitors
- Prepare sermon and/or special event slides for pastors and speakers as requested
- Develop layouts for the quarterly church newsletter and other publications as requested
- Create templates for ministry flyers and other brochures that can be used by the administrative staff for publication of ministry information.

#### *Weekly Communication*

- Prepare and send weekly e-newsletters and announcements
- Assist with "The Current" or printed materials for Sunday services
- Coordinate with ministry leaders for event promotions and updates