

Graphics and Creative Assistant Job Description

Key Responsibilities

- Develop web and print graphics for Grace Bible ministries and events
 - Slides
 - Web Banners
 - Social media posts and ad campaigns
 - Newsletter images
 - Posters
 - Flyers
 - Booklets
- Develop logos and branding for Grace Bible Ministries
- Develop and maintain the Grace Bible website
- Develop, recruit, and oversee the Story Team ministry
 - Responsible for sharing the stories of the ministries at Grace Bible through photos, videos, blog articles, and social media posts

Required Skills

- Proficiency in the Adobe Creative Suite programs, especially Photoshop, Illustrator, Premiere Pro, and InDesign
- Proficiency in WordPress web design
- Skilled at photography and videography
- Ability to recruit and lead a team of creative volunteers

Time Commitment & Compensation

- Job starts in December 2018
- 10 hours a week
- \$18 per hour