

# LIFE CHURCH

## Administrator of Graphics

### General Job Description

**Reports To:** Director of Creative Communications

**Hours:** Full time or part time, possibly remote

#### **Position Summary:**

The Administrator of Graphics creates both print and digital graphics for the various ministries, departments, and campuses at Life Church.

#### **Primary Responsibilities:**

- Ensure that Life Church's mission, vision, and values are being reflected in the work they produce.
- Ensure that graphic requests are processed efficiently from start to finish.
- Ensure that all creative assets for the weekend services, online services, and special events are completed on-time and delivered to their appropriate locations (Ex. sermon notes, event slides, invite cards).
- Look for ways to highlight life-change through special graphics for social media, services, and the website.
- Look for ways to creatively brand and advertise in the campus's physical spaces with stickers, signage, and other forms of media.
- Design and create a yearly, missions-focused booklet.
- Design and create a yearly, life-change focused magazine.
- Organize and maintain the long-term digital and physical storage of creative assets such as graphics, photos, templates etc.
- Attend a weekly Creative Communications meeting.
- Ensure that equipment and spaces used by the Creative Team are well maintained.

#### **Qualifications:**

- Personal relationship with Jesus
- Strong organization and communication skills
- Strong knowledge of the Adobe Creative Suite
- Experience designing and ordering different forms of physical media is a bonus
- Experience with WordPress is a bonus
- Photography experience is a bonus