



# Royal Redeemer

LUTHERAN CHURCH & SCHOOL

## **position** Creative Media Specialist

**summary** Provide expertise and support in creating, monitoring, and maintaining materials in all physical and digital communication mediums. This position also serves as a technical support contact for ministry staff, members, and guests of RRLC.

## **royal redeemer lutheran church is**

- A church and staff committed to following and fulfilling our mission to help people exchange everyday life for contagious Christian community.
- A church that is totally committed to seeking and faithfully carrying out God's will and His calling for us as a congregation.
- A church committed to team-ministry, desiring for the staff to be unified in God's vision and serving together in deep Christian love.
- A family of believers that is greatly committed to fulfilling the Great Commission and keeping the Great Commandment.

## **position requirements**

**education:** Minimum of Bachelors' degree or equivalent experience

**experience:** Minimum five years of experience desired

## **key responsibilities**

- Design and create promotional and informational materials in line with our branding standards
- Monitor, manage, and populate the RRLC website
- Produce, monitor, and manage all RRLC social media (Facebook & Instagram)
- Monitor, populate, and serve as a support resource for all functions of RRLC's database system
- Assist with the design of worship production elements as directed by the Director of Worship
- Create and produce promotional, testimonial, and ministry-related videos at the discretion of the Director of Communications & Outreach and/or Director of Worship
- Provide photography and videography for major and/or noteworthy events at RRLC, or as directed by Director of Communications & Outreach
- Monitor and manage monitors in Commons and Narthex as assigned and directed by the Director of Communications & Outreach
- Create and maintain content displayed on RRLC's digital street sign, or as directed by the Director of Communications & Outreach
- Serve as an onsite technical support resource and liaison with campus-wide IT company
- Work in conjunction with RRLC's Director of Worship and/or Network Administrator to ensure the efficiency of the church's technology equipment
- Provide written and/or verbal instructions for members and guests who request audio/visual assistance while meeting on RRLC's campus
- Other duties not listed here as assigned by direct supervisor
- Assist in coordinating staff events and functions



### **skills**

- Must be proficient in the Adobe Creative Suite and WordPress
- Must be biblically-sound and exhibit personal conduct that reflects positively on the integrity of the church
- Must have proficient skills in social media marketing, web design and analytics
- Self-motivated, problem solver with the ability to manage their time and stay focused on tasks at hand
- Must be trustworthy and confidential
- Must be a team player and have good people skills
- Must exercise discernment in decision-making

### **critical competencies**

- Communications – Expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed
- Design – Creates and translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates excellent attention to detail
- Use of technology – Demonstrates required skills; troubleshoots technological problems as needed or required; keeps technical skills up to date; adapts to new technologies
- Teamwork – Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed
- Cooperation – Establishes and maintains effective relations; exhibits tact and consideration; help and support co-workers; works cooperatively in group situations
- Conflict Resolution – Encourages open communication; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflict

### **scope of position**

Classification:	Specialist
Status:	Full-time (40 hours/week) with benefits
Supervisor:	Director of Communications & Outreach
Department:	Communications
Physical requirements:	While performing the duties of this job, the employee is regularly required to sit, using hands and fingers to perform work. Frequently required to stand, walk, climb, or balance, and stoop, kneel or crouch. The employee must regularly lift up to 10 pounds, frequently lift or move up to 25 pounds, and occasionally lift or move up to 50 pounds.