



POSITION DESCRIPTION

JOB TITLE: Graphic/Media Presentations Assistant	DEPARTMENT: Media
CLASSIFICATION: Non-Exempt (Part-Time)	LOCATION: Berean Christian Church Gwinnett
REPORTS TO: Media and Creative Director	SUPERVISES: None

PRIMARY ROLE

The role of the Graphic/Media Presentations Assistant is to design professional visual concepts based on suggested themes to help market and brand all services and events of the Berean Christian Church. The role requires you to be creative, flexible, and detail-oriented, with good communication and teamwork skills.

PRIMARY RESPONSIBILITIES

- Assisting the Media and Creative Director in generating graphical content and branding for services and events.
- Branding Assessment: Ministry Logos, Website, Conferences, etc.
- Creating motion build/themes for weekly/monthly themes.
- Establishing SOPs and guidelines for all graphical elements needed to ensure the success of and meet the needs of ministry events.
- Making official "Style Guide" for ministry.
- Meeting with leadership and ministries to assess and advise on graphical and presentation requests to meet the need of the ministry.
- Processing and Creating Sermon thumbnail creation and process; branding for social media outlets.
- Producing graphic creations for various media platforms including but not limited to social media, In-service (Full screen and lower thirds - IMAG), Print, Website, etc.
- Scheduling meetings with prospective applicants to describe the programs, review applicable required materials and provide technical assistance.
- Setting up for ease team member usage and media presentation design; media presentation technology: CPU, displays, presentation software, wiring.
- Working with the Media Imaging Coordinator to ensure administrative communication, adequate staffing, training, and Media Imaging support for all services and events.
- Performing other duties as assigned by the Media and Creative Director or Senior Pastor.

ATTRIBUTES and QUALIFICATIONS

- A Bachelor's degree, or relevant certifications + 3 years related work experience in case management or project management.
- Ability to learn project-specific computers as needed.
- Ability to multi-task and solve difficult problems in a clever and inventive way.
- High attention to detail and experience with date tracking and monitoring.
- Must be courteous and attentive when dealing with others.
- Must have the ability to work independently, as well within a team.
- Shares the vision of The Berean Christian Church to fulfill the Great Commission with integrity and passion.
- Strong written/oral communication and interpersonal skills.
- Provide leadership, discipleship, and management of the Media Imaging Ministry.
- Must be an active member of Berean Christian Church

INTENT

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Department Approval By:	Department Approval Date:	HR Approval Date:	Salary Grade: