



Content Developer

Vision: Produces visual and written content for all print and digital platforms in partnership with the Directors of Media and Communications.

General Responsibilities:

- **Creates ministry-level and campus promotional graphics** as requested
- **Provides graphic development support** to the Associate Director, as needed.
- **Social Media content development and strategy** - Produces engaging social media content in partnership with our various ministries and campus groups, and the Directors of Media Services and Communications. Develops social media posting schedules and coordinates with Media Technologist on implementation.
- **Website Content Development** (blogs, text, photos). Responsible for keeping website up-to-date in content, relevance, appearance, etc., in partnership with the Media Technologist.
- **Oversees digital signage at all campuses** and monitors and adjusts content as necessary.
- **Provides writing and editorial support** to the Director of Media Services for high-level projects and platforms.
- **Oversees e-newsletter content** at all campuses.
- **Writes event descriptions** for promotional materials.
- **Creates event posters** for all campuses and ensures their timely printing and distribution.
- **Designs and produces outdoor promotional banners** under the guidance of the Associate Director.
- **Other Responsibilities:** As assigned by Supervisor

Spiritual Gifts:

Administration, Helps, Creative Communication

Experience:

Must have at least an Associate's degree in marketing, communication, or a related field, and a minimum of 2 years of experience with writing/editing and graphic design. Bachelor's degree preferred. Needs to be highly organized, able to take constructive feedback and implement it, work with many types of 'clients', and work well as part of a team. Must be proficient in Adobe Creative Suite, coding/html/website design or development experience a plus.

Time/Allocation:

Part-time, salaried position

Hours: 30 hours a week

Accountability:

The Content Developer is supervised by the Director of Media Services

*This Job Description is subject to change at management's discretion.

