

## **Creative Associate**

Category: Part-Time (20 hours)

Classification: Non-Exempt

Reports to: Production Director

### **Primary Objectives:**

To support the ministries of Calvary Baptist Church through the creation, coordination, and distribution of creative content and communications that advance the mission and vision of the church.

- Support the creative and communication needs of all ministries at Calvary
- Lead and develop volunteer photography and videography teams
- Maintain consistent branding and messaging across all church communication channels
- Create and manage digital and print media assets

### **Responsibilities:**

#### **Creative Media & Communications**

- Create and distribute digital and print media assets to support the ministries of Calvary
- Design graphics, promotional materials, and communication pieces for church-wide and ministry-specific initiatives
- Maintain and create content for use across Calvary's social media platforms
- Assist in coordinating church-wide communication efforts across digital, social, and print channels
- Ensure all communications are cohesive, accurate, and distributed in a timely manner
- Serve as a resource to ministry leaders in the development of creative content and promotional materials
- Assist in maintaining and implementing Calvary's branding standards across all publications and communications

#### **Photography & Videography**

- Lead, develop, and care for Calvary's volunteer Photographer and Videographer Team
- Recruit, onboard, and train new photography and videography volunteers
- Schedule photographers and videographers for Sunday morning services and special events
- Coordinate media coverage of church events and ministry activities
- Ensure timely editing and delivery of photographs and media assets to appropriate staff members and ministries

### **Ministry Support**

- Serve as a resource to the College Ministry media team by providing guidance, support, and creative direction as needed
- Collaborate with ministry leaders to identify and meet communication and creative needs
- Assist the Production Director in executing church-wide creative initiatives and projects
- Maintain an organized digital asset library and ensure all creative files are stored and accessible for future use and editing

### **General Duties**

- Attend and participate in staff meetings as requested
- Participate in church-wide events and ministry activities as needed
- Work collaboratively with church staff and volunteers to accomplish ministry goals
- Other relevant duties that may be assigned that impact this position

### **Essential Traits & Qualifications**

- A deep and growing relationship with Jesus Christ and a commitment to servant leadership
- Strong graphic design and visual communication skills
- Proficient with Adobe Creative Suite
- Experience with creative software platforms and digital content creation
- Ability to manage multiple projects and deadlines simultaneously
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to recruit, equip, and lead volunteer teams effectively
- Understanding of social media platforms and digital communication strategies
- Ability to work collaboratively with staff, volunteers, and ministry leaders
- Alignment with Calvary Baptist Church's statement of faith
- Experience in graphic design, communications, marketing, media, or related field preferred