



**POSITION:** Communications Creative Administrative Assistant

**REPORTS TO:** Director of Communications

**PURPOSE STATEMENT:** The Creative Administrative Assistant is a detail-oriented person who thrives at the intersection of creativity and execution. This role supports day-to-day administrative functions while also assisting with the creation and editing of visual content. The ideal candidate has a strong eye for design, is comfortable working within templates, and can efficiently bring ideas to life using tools like Canva.

**EMPLOYMENT STATUS & HOURLY REQUIREMENTS:**

- Part-time, 20-28 hours per week, Monday through Friday (on-site at the Pickerington Campus)

**ROLE RESPONSIBILITIES**

**Administrative Support**

- Provide general administrative support
- Manage and organize digital assets (design files, images, etc)

**Creative Design Support for Graphic Designer**

- Create and edit graphics using Canva for digital, print, and social media use in conjunction with the Graphic Designer
- Manipulate and customize existing design templates to fit brand standards and specific needs
- Resize and reformat graphics for various platforms (social media, email, print, etc.)
- Maintain consistency in branding, typography, and visual style across all materials
- Manipulate established brand kits to create print pieces such as handouts, postcards, etc.

**QUALIFICATIONS:**

- Capable of learning Canva, *some elements* of Adobe Creative Suite, and basic design principles (layout, typography, color, spacing, etc)
- Ability to follow brand guidelines while also exercising creativity
- Strong attention to detail and commitment to producing high-quality work
- Excellent organizational and time management skills
- Ability to manage multiple projects and meet deadlines

- Strong communication skills and a collaborative mindset
- Have passion for the local church focused on reaching a local community
- Honor and model the staff code values of Hungry, Healthy, and Humble and teach/coach others to do the same
- Love Jesus, submit to the truth of the Bible, live with integrity, and strive for Jesus-centered living
- Be committed to the Code and Statement of Faith of Grace Fellowship through Partnership