



Title: Communications Associate

Location: Central Office

Status: Full-time, salaried

Department: Marketing Communications

Description

Through proficiency in print, digital, and social media, along with website and app platforms, this individual will fulfill the mission of the Communications Team by producing and implementing media that informs, engages, and encourages the internal and external community, and ultimately compels them to respond to the larger mission of BridgePoint Church of helping people get closer to God.

This individual will stay abreast of the latest tools, technology, and emerging media. Work to become an expert within the field of design and communications, and continue to gain an understanding of industry norms and trends in order to produce the most effective and persuasive work possible.

This individual will strike a balance between completing the work and building a volunteer team that completes the work.

Duties

- Develop concepts, graphics, and layouts for environments, print, and digital applications.
- Coordinate, plan, execute, and monitor social media for the Central accounts.
- Provide support and oversight to campus social media accounts; develop and implement strategies.
- Communicating with the ministry area leads to promote events and opportunities across multiple platforms and mediums.
- Strategize and compose church wide or segment-specific email and print pieces to both communicate routine current events, and to provide timely information to designated audiences to elicit specific outcomes.
- Collaborate with decision-makers for evaluation and approval
- Prepare files accordingly and send to external vendors for production



- Administration of the church website and app platforms; work in tandem with ministry area leads to ensure that all information is up to date and accurate. Manage all re-designs and re-launches thereof.
- Work with other team members to monitor inventory levels of ongoing consumables (i.e. worship guides, rack cards, business cards), update, and reorder as needed
- Assist the department as needed with special projects and promotions.

Qualifications

- Proven graphic design experience
- A strong portfolio of graphic design work
- Experienced in Adobe software and technologies
 - InDesign, Illustrator, Photoshop
 - Premier, After Effects, and others are considered a plus
- Knowledge of graphic fundamentals, typography, print, and digital design principles
- A keen eye for aesthetics and details
- Excellent communication skills
- Proven commitment to personal leadership growth and team building
- Ability to work methodically and meet long-range and short-term deadlines

Education & Experience

- Bachelor's degree in graphic arts, design, communications, or related field
- 3-5 years of experience in graphic design

How to Apply

Submit cover letter and resume as a single attachment when applying to jobs@bridgepointfl.com

Application and background check will be required prior to employment