



## Cottonwood Creek Baptist Church Job Description

<b>Job Title:</b>	<b>Publication Specialist</b>
<b>Division/Department:</b>	<b>Communications Department/Full Time Position</b>
<b>Reports To:</b>	<b>Communications Director</b>

**Job Summary:** Assists Communications Director through various design projects with a primary focus in marketing and print publications. Design projects include: designing inserts, brochures, logos, posters, Creek Guide, semester guides, promotional materials, etc. that will be used internally and externally.

### Essential Functions:

#### Marketing

- Point of contact for media outlets.
- Coordinates marketing strategy with corresponding outlet.
- Assists in the creation of newspaper ads, radio, commercials, direct mail pieces, highway banners and other outreach marketing efforts.
- Creates weekly Creek Life email.
- Gives a report of marketing efforts during the Communication Rundown Meetings.

#### Print/Publications

- Information gathering, creation and printing of Creek Guide, inserts, semester guides and other print materials.
- Responsible for maintaining restroom posters, tent cards, brochures, flyers, inserts, postcards and other print materials on campus.
- Coordinates internal and external print materials for the Communication Department as well as other ministries.
- Printing and packaging of communication materials.

#### Other

- Answer technical questions.
- Answer printing questions.
- All other duties as assigned.

### Job Requirements and Personal Qualifications:

**Education:** 2 year college degree or equivalent job experience.

**Job Skills:** Adobe Photoshop, Adobe Illustrator, Adobe InDesign, HTML, Microsoft Word, PowerPoint, Photography, A Creative Mind

**Personal Qualifications:** Have a personal relationship with Jesus Christ with consistent evidence of fruit in their personal life; Motivated to serve God in a ministry; Ability to consistently use good judgment.