
Communications Specialist

Direct Supervisor: Communications Director

Average Hours/Week: Full Time (40+ hours), Monday - Friday

FLSA Status: Non-Exempt / Hourly

General Vision

The Communications Specialist will support the staff and ministries of Veritas Church to clearly and creatively communicate our mission and message.

Essential Job Functions

- Create visually appealing and engaging graphics for various church materials, including but not limited to invite cards, banners, social media posts, and website content.
- Help maintain a consistent visual style and ensure the effective use of typography, color, and imagery in all design work.
- Support ministry staff by designing materials they can utilize on their own as needed.
- Produce well-crafted written content for a variety of communication channels, such as newsletters, articles, social media, and website content.
- Edit and proofread written and visual design content, ensuring accuracy, clarity, and adherence to our style and tone guidelines.
- Interact with staff members and volunteers to gather content and stories that highlight the impact God has had in the lives of individuals at Veritas, and craft them into engaging stories in written or multimedia formats to be shared through various channels.
- Complete work assignments in a timely manner.
- Revise projects as necessary based on feedback.
- Consult with Communications Director and/or other team members as needed on complex or specialized projects.
- Perform other related duties as assigned.

Required Skills and Abilities

- Superior verbal and written communication skills.
- Proven ability to think creatively.
- Strong attention to detail.
- Ability to multitask, manage projects independently, and meet deadlines.

- Demonstrated knowledge and proficiency with communications technologies.
- Understanding of copywriting, graphic design, layout, and publishing.
- Working knowledge of content management systems, basic HTML, and digital graphics production.
- Familiarity with Adobe Creative Suite software (InDesign, Illustrator, Photoshop (Premiere is a plus)).
- Familiarity with social media platforms and social media strategies.

Education and Experience

- Associates or Bachelor's degree in graphic design, marketing, or equivalent experience.
- 1-2 years of design, marketing or related industry experience, preferred.
- Experience with photography, composition, and image and photo-retouching.
- Web design experience, preferred.
- Experience with SEO, Google Analytics, and Google AdWords, preferred.
- Video Editing and Audio Editing experience, preferred.

Physical Requirements

- Sitting at a desk for long periods of time working on a computer.
- See differences between colors, shades, and brightness.

Cultural Expectations

Employees of Veritas Church are expected to:

- Be a pace setter in life and work, leading out in what we are asking those within the church to do.
- Be a member of Veritas Church, or become a member, and actively participate in a Connection Group.
- Agree with the [mission, values, and beliefs of Veritas Church](#).
- Possess and demonstrate the biblical qualifications of a leader in the church. For a more detailed explanation of expectations, please review the [Characteristics of a Staff Leader](#).