


<p>Position Job Description</p>  <p>DIRECTOR OF DESIGN AND COMMUNICATIONS</p>	<p>Sierra Presbyterian Church 175 Ridge Road Nevada City, CA 95959 (530) 265-3291</p> <p>Position Title: Director of Design & Communications</p> <p>Reports To: Executive Associate Pastor (Primary) Senior Pastor (Secondary) Effective</p> <p>Date: September 24, 2024</p>
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Purpose

The Part-Time Director of Design and Communications is responsible for developing excellent internal and external communications, visuals for worship services, curating our digital presence and overseeing the church's overall visual brand. This role serves as the creative lead, ensuring consistency and quality across all church materials and platforms.

<p><u>FLSA Status:</u> Exempt, Salaried, 16 hours/wk</p> <p>Hours may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.</p>	<p><u>Salary Range:</u> \$21-\$22/hour</p> <p>Salary may be adjusted at discretion of personnel committee and Session depending on annual budget requirements.</p>
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Direct Reports

Media and Publicity Volunteers

Essential Functions and Responsibilities

1. Overall responsibility for all internal and external print and digital communications. Coordinate, compose, edit and arrange the production and distribution of all internal and external electronic church communication.
2. Generate and maintain all graphic design, marketing, printed and social media communication.
3. Maintain church website.
4. Coordinate media releases and advertising.

5. Attends weekly staff meetings and other committee meetings as necessary.
6. Coordinate with staff, elders and church members to obtain current information about events and plan communication strategies.
7. Coordinate and produce slides about church events to show pre-service. Serve on the Worship Power Point Team monthly.
8. Take part in the form of prayer and scripture reading for spiritual growth as well as other Church activities; (e.g. small group participation, seminars, etc.)
9. Connect with a specific ministry in the Church unrelated to the specific position such as Children, Youth, Worship/Music, Missions, Finance, etc.
10. Perform other duties and tasks as requested and assigned by the Senior Pastor and in coordination with other staff members.

Qualifications – Education & Experience

Communications and marketing experience with a background in computer desktop publishing, graphic design. Experience in working with Adobe design products (InDesign, Photoshop, Illustrator, etc.). Experience with creating and updating websites with Squarespace, Wordpress or other CMS.

Working Environment

Most of the time spent for this position will be on the Church campus. The job will be carried out primarily in the church office on Sundays, Tuesdays and Thursdays with flexibility on Mondays, Wednesdays and Fridays due to nature of the job. There is also some potential for hours to be completed remotely. Position does require working closely with various Elders and may require addressing questions from the personnel committee in terms of goals, objectives and overall job performance.

How to apply

Applications can be submitted:

online at <https://www.sierrapres.com/job-opportunities>

in person at Sierra Pres Church, 175 Ridge Road, Nevada City, CA 95959, attn.: Pr. Greg Flagg

email your cover letter & resume via email: spcsearch@sierrapres.com.