

Fairfax United Methodist Church | 10300 Stratford Avenue | Fairfax, VA 22030

Print/Media Assistant

FLSA Status: **Non-Exempt, Full-time**

Hours: **30 hours per week.**

Benefits: **403B, Sick Leave, Annual Leave, Healthcare Benefits**

Supervisory: **None**

Reports to: **Director of Administrative Ministries**

Summary Description:

This is a creative position for print and media used in worship and various ministries to include website design and updates and social media posts. Provides secondary telephone coverage; works with the Administrative Assistant to manage workflow, establish priorities and resolve work problems. The Print/Media Assistant is a backup to the Administrative Assistant..

Responsibilities:

- Set schedule, collect and coordinate information for the weekly and special bulletins and newsletters and worship slides.
- Process work, proof/coordinate with the staff to ensure accuracy of the information; arrange for printing.
- Produce bulletins and worship slides for Sunday worship and other worship occasions to include funerals and special services or events.
- Publish seasonal ministry brochures, general church brochures, funeral brochures/packets, Stewardship materials, information for Vacation Bible School, and other information as needed.
- Coordinate social media for FUMC
- Maintain website and monitors by coordinating content and graphics.
- Provide some ministerial, programmatic and administrative staff support for correspondence, reports, charts, roster, memos, invitations, flyers, signs, schedules, outlines and brochures.

Qualifications:

- Associate Degree in graphic or design studies or 2 years of work-related experience

- Knowledge of communications technology currently in use/willingness to learn new formats. Particularly needed are Adobe Creative Suite applications InDesign, Photoshop and Illustrator.
- Must be experienced in WordPress (or similar CMS) for the website
- Able to coordinate and initiate social media and a working knowledge of PowerPoint software
- Experience in producing time-sensitive materials
- Comfortable working in a faith-based community
- Effective interpersonal skills when working with co-workers, congregation and the community
- Satisfactorily complete criminal background check

I acknowledge that I have received, read and understand this job description.

NAME _____ DATE _____

Revised 11/11/2020