

Media Designer (Part-time)

the bridge is a multi-ethnic and multi-generational church located in Markham. *the bridge* exists to create transformational connections with God, Self, the Church, and World. We do this together through our Gatherings, our Groups, our Giving and our Going. We gather for a renewed and inspired perspective, we group to put this inspired life into practice, we give to produce growth, and we go to perpetuate the goodness of God.

the bridge is looking for a Media Designer who will provide integral support to the ministries of the church by assisting with print, web, internal and external email communications, and graphic design. He/she will publish final designs, layouts, and messages to our print, web, and email mediums, while ensuring accuracy, consistency, brand standards, and quality.

Responsibilities:

Graphic Design:

- Work with the Communication Director to produce graphic design work for print and web, ensuring quality and effective design (e.g. weekly bulletin, promotion pieces, invitations, etc.)

Print Management:

- Produce the weekly bulletin, ensuring events and initiatives of *the bridge* are communicated effectively and accurately
- Partner with Communications Director to ensure accurate content for all print pieces
- Print all church-wide communication pieces (e.g. new series promotion, special event invitations, annual impact report, etc.)
- Produce signage for church events and rentals as required (e.g. orientation classes, seasonal groups, seminars, etc.)
- Partner with staff to execute all other production-related printing for church ministries (e.g. ministry promotional material, nametags, booklets, etc.)
- Manage out-of-house print projects with vendors (e.g. business cards, banners, posters, etc.)
- Monitor efficiency of the weekly printing needs at the bridge
- Partner with the Office Coordinator to ensure adequate photocopier supplies and maintenance

Website Management:

- Work closely with the Communications Director to maintain the integrity of the website, ensuring content, event calendars, and graphics are regularly updated, accurate and working effectively
- Partner with the staff on web content for respective ministries

Email Communications:

- Collaborate with the Communications Director on the development of email communications
- Test, verify and execute the weekly eblast, ensuring all visuals, web links and content are proof read, correct and work effectively

- Execute special email communications, such as board updates, financial updates, and other special promotions

Digital Communications:

- Create sermon slides and announcement slides for weekend services
- Partner with the Worship & Creative Arts Pastor to ensure slides are displayed effectively
- Work collaboratively with the Communications Director to execute a social media strategy across various platforms
- Oversee a volunteer social media team and coordinate content management as required

Other Duties:

- Ensure adequate supply of ministry promotional material at the info centre
- Assist with communication related set-up for events as required (e.g. banners, posters, etc.)
- Assist with weekly photo edits as required
- Other related duties as required

The Media Designer will have:

- Experience with graphic design, web content management and print production
- A High level of professionalism, an optimistic attitude and a servant's heart
- An eye for design and creativity with excellent visual communication skills
- Strong attention to detail and accuracy
- Strong organizational and project management skills with the ability to adapt, problem solve and meet multiple deadlines
- Strong verbal and written communication skills
- Excellent interpersonal skills with the ability to work collaboratively with multiple teams
- Proficient in Adobe Creative Suite (i.e. InDesign, Illustrator, Photoshop, Premiere & After Effects, Lightroom) with basic knowledge of WordPress, HTML, and CSS
- Experience with email platforms (e.g. Mailchimp) and databases an asset
- Ability to create, manipulate and work with video platforms an asset
- Education in communications, graphic design and/or production an asset
- The ability to support and promote *the bridge's* beliefs, mission, vision and values

This is a part-time position for approximately 15 hours per week.

For more information on *the bridge*, go to www.thebridgemarkham.com. If you are interested in this employment opportunity, please submit your cover letter and resume to careers@thebridgemarkham.com. *the bridge* invites fully qualified candidates to apply for the following position(s), however Canadian citizens and permanent residents will be given priority. All applications will be reviewed but only those selected for interviews will be contacted.