



Communications and Creative Arts Coordinator

General Information

Employment Status: Part-Time

FLSA Status: Hourly, Non-Exempt, Expected 20–22 hours per week

Reports to: Worship Director

Revision Date: September, 2026

Job Summary

The Communications and Creative Arts Coordinator supports Hope Church's mission by creating clear, engaging, and visually compelling communications that connect people with the life and ministries of the church. This position places particular emphasis on graphic design, visual branding, social media, and creative environments.

Working closely with the Worship Director and ministry staff, this person develops creative materials for sermon series, events, ministries, digital platforms, and worship environments while maintaining a consistent Hope Church visual identity.

Essential Duties

Communications

- Work with pastors, ministry leaders, staff, and volunteers to develop effective promotional materials for ministries, events, and church-wide initiatives.
- Create announcement slides, digital communications, event promotions, and other communication materials as needed.
- Assist with church-wide email and digital communications as appropriate.
- Help maintain consistency in messaging and visual presentation across Hope Church ministries.
- Organize and manage creative projects, deadlines, and production schedules to ensure communications are completed accurately and on time.
- Other duties as assigned.

Online Presence, Website & Social Media

- Create and publish engaging social media content that communicates Hope's mission, ministries, events, and stories.
- Maintain an appropriate and consistent posting schedule across Hope's primary social media platforms.
- Create graphics, photography, short-form video, and other digital content for social media and online use.
- Maintain and update website content related to ministries, events, and church-wide initiatives.
- Monitor basic website and social media performance and adjust content as appropriate.

- Assist staff and ministries with digital promotion and online communication needs.

Visual Arts

- Provide creative leadership for visual and graphic elements across print, digital, and worship environments.
- Design graphics and promotional materials for church events, ministries, sermon series, and other initiatives.
- Create graphics for social media, website, digital displays, print materials, and event signage.
- Develop cohesive sermon series graphics and supporting visual packages.
- Manage Hope Church's visual brand standards, including logos, fonts, colors, and other visual elements.
- Design and coordinate professional and consistent event and building signage.
- Collaborate with the Worship Director on stage and set design, sermon series environments, lighting concepts, and other visual elements within worship spaces.
- Provide creative input regarding visual environments, special events, and other church-wide initiatives.
- Capture or coordinate photography for social media, promotional materials, events, and church storytelling.
- Create and edit short-form promotional and social video content as needed.
- Maintain organized digital files, graphics, photography, and other creative assets for future use.

Collaboration & Ministry Support

- Collaborate with the Worship Director and other staff to ensure creative communications support the mission, priorities, and ministries of Hope Church.
- Participate in the Central Services Planning Team to coordinate worship communications, creative elements, and event promotion.
- Recruit and coordinate volunteers as appropriate to assist with photography, creative projects, and other communication needs.
- Demonstrate spiritual maturity, humility, good judgment, and a collaborative spirit when working with staff, volunteers, and the congregation.

Knowledge & Skills

Communications & Visual Arts

- Strong graphic design skills with an understanding of typography, layout, branding, and visual communication.
- Strong writing, editing, and proofreading skills, with the ability to communicate clearly and appropriately across print, email, web, and social media.
- Experience creating content for social media and digital platforms.
- Basic photography and video production/editing skills.
- Stay current on graphic design, communications, digital, and social media trends, especially those that can help churches connect with people.
- Be creative, curious, flexible, and willing to try new ideas and approaches.

Collaboration & Organizational Skills

- Ability to collaborate effectively with pastors, staff, volunteers, and ministry leaders.
- Ability to organize and manage multiple creative projects and deadlines within a limited weekly schedule.
- Ability to understand ministry communication requests and develop creative solutions that support Hope Church's overall mission and priorities.

- Ability to recruit, coordinate, and encourage volunteers who assist with creative and communication projects.
- Self-motivated and able to complete projects with appropriate independence and follow-through.

Technical Abilities

- Proficiency with Adobe Creative Cloud, including Illustrator, InDesign, Photoshop, Premiere Pro, and related creative applications.
- Willing and able to continually learn new tools, technology, and creative approaches through self-learning, training, and collaboration with others.
- Ability to appropriately utilize emerging technologies, including artificial intelligence tools, to improve creative processes, communication, and efficiency while maintaining human oversight, confidentiality, originality, and alignment with Hope Church's values and voice.
- Ability to learn and effectively use the website, social media, church database, and other software platforms necessary for the position.

Education and Experience

- Bachelor's degree in graphic design, communications, marketing, media, or a related field, or equivalent professional experience.
- Demonstrated graphic design experience and a strong portfolio of creative work preferred.
- Experience with photography, video production, and editing preferred.

In addition to the requirements above, the person in this role should be a believer in Jesus Christ as their personal Lord and Savior and in alignment with the Hope Church Statement of Faith. They should also regularly attend Hope Church and support Hope's mission of **Raising Up Disciples Who Surrender their Lives to Jesus!**

Reviewed with employee by

Signature: _____

Name (print): _____

Title: _____

Date: _____

Received and accepted by

Signature: _____

Name (print): _____

Title: _____

Date: _____

Hope Church is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested.