



Employment Opportunity

Communications and Media Producer, July 2021

Hours: 20 hrs per week; 1 year term position (to be reevaluated)

Ministry team: Communication and Teaching Squad

Reports to: Teaching Pastor (leader of this ministry team)

Role:

We are looking for a friendly, professional, self-motivated, detail-oriented, high capacity Communications and Media Producer who will complete work in a timely manner with excellence, with a positive attitude, who will contribute to our healthy staff culture and have a passion for Jesus and His work at The Meeting Place. This person will be responsible for stewarding our communication strategy through the production and curation of digital and print media that support the mission, and vision of The Meeting Place. Hours can be flexible, but worked within the agreed upon project deadlines and staff meeting commitments.

Requirements

- Fully aligned with the message, mission, and ministry strategy of The Meeting Place
- Model a spiritually thriving relationship with Jesus
- Demonstrated knowledge of social media and communication strategies
- Strong design, layout and conceptual skills demonstrated in an outstanding portfolio
- Proficient in Adobe Creative Suite (InDesign, Illustrator, Photoshop, Premier Pro etc.), Google and Microsoft Office suite
- Experience with After Effects, 3D software, photography, lighting, illustration and MailChimp are considered an asset
- Extensive experience with print and digital graphic design in a broad range of styles
- Knowledge of printing and publishing procedure and standards
- Strict attention to detail

Responsibilities

- Design, production, and implementation of graphic materials related to developing and supporting the communication strategy of The Meeting Place, including online, print collateral and large format print
- Assist in creating teams of volunteers to assist in achieving the communication strategy of TMP
- Manage our social media channels to generate connection points in our online environments
- Follow strict procedures in organizing, storing, and backing up all graphic design work
- Stay on top of all things design related, including best practices, guidelines and trends in design and art

Interviews will begin immediately. Only qualified candidates will be contacted. Please submit resumes to tduff@themeetingplace.mb.ca.