

**GRAPHIC DESIGNER AND COMMUNICATIONS ASSISTANT  
FULL-TIME, TEMPORARY POSITION (APPROXIMATELY 6 WEEKS)**

At Centre Street Church we want to make an impact on lives, communities and the world by introducing people to Jesus and helping them become fully devoted followers of Christ. That's the purpose behind everything we do. We are passionate about being a disciple-making church and we desire to see our people living on mission for Christ in community. At our core, we are a network of missional community groups who gather each week for worship in five locations across the greater Calgary area. This unifies us as "One Church in Many Locations." Do you want to join us?

Our Communications and Technical Ministries team is looking for a temporary Graphic Designer and Communications Assistant (40 hours per week for approximately 6 weeks) to serve alongside the Communications Team by creating graphics and communications materials to creatively inspire, communicate and broadcast messages that will reach as far and as deep as possible to help us accomplish our mission.

The role:

- Brand ambassador
- Educating brainstorming and collaborating with ministries on vision implementation communication best practices
- Following communication best practices
- Fulfilling the mission of the church through our work
- Purpose driven storytelling through the lens of CSC
- Staying culturally relevant and shifting CSC's communications culture where needed
- Monitor all CRS Tasks and complete project requests
- Assists in creating communications plans
- Input task into CRS for event plans
- Design work
- Helps create design trends and standards for CSC
- Bulletin rotation every other week
- Washroom signage rotation every other month
- Assist in production and set-up of seasonal atrium display
- Print production as assigned by Project manager
- Assist Project Manager with out-of-house print items
- Answer and forward all emails from Communications inbox
- Assist and back up for Design & Print Centre Manager and Designer
- Graphic and curation of content for social media platforms and occasional social media watching / coverage

Qualification:

- Balance of people and task skills, with dedication to creative problem solving and detail
- Demonstrates excellent time management skills
- Experienced ability to multi-task and work effectively in a multi-person office environment
- A working knowledge of graphic design principles
- A desire to be consistently improving practical design skills, as well as, learning and adapting to current design trends.
- A working knowledge and experience in print and non-print production practices.
- Proven experience with Adobe Creative Cloud programs (Photoshop, Illustrator, InDesign, and Acrobat) as demonstrated in a portfolio
- Proficiency in Microsoft Word, Powerpoint, Excel, and Outlook.
- Excellent interpersonal skills
- Excellent organizational skills
- Willingly and proactively adapts as new requirements and/or changes in the work environment are introduced.
- Dedicated to excellence.

Are you:

- A fully-devoted disciple of Jesus who models a passion for God and a love for all people?
- Passionate about providing spiritual leadership over children and their families?
- A leader who can build teams and engage, equip, empower, and disciple volunteers?
- A person with excellent relational, shepherding, communication, and task-management skills with an ability to handle crisis?
- A positive, flexible and collaborative team player with the ability to work with diversity and change on an ongoing basis?
- A passionate leader that energizes others through your enthusiasm, optimism, and attitude?
- A visionary leader that can work through and empower volunteers in their area of giftedness?
- A person who can easily relationally transition between a variety of age groups and their parents/guardians?

If you answered yes to these questions, our temporary Graphic Designer and Communications Assistant position may be for you!

Please send us your resume along with a cover letter outlining how you may be a great fit for this role.

Documents above can be sent to [HR@cschurch.ca](mailto:HR@cschurch.ca)

We look forward to hearing from you soon!