



Entry Level Media Specialist

Reports To: Communications Manager

Coordinates With: Chapel Ministries, Chapel Staff and Admins

Position Status: Full Time

Summary of Position: This entry level Media Specialist position will work closely with the Communications Manager and Lead Graphic Designer to Help People Meet, Know and Follow Jesus by creating and implementing graphic and video projects across multiple platforms for all Chapel departments.

JOB SPECIFICS

- Be a positive member of the Chapel Staff, dedicated to supporting the Chapel's mission and ministry
- Support, maintain, and enforce the visual identity of The Chapel
- Create and implement graphic elements for worship services
- Assemble weekly worship service printed programs
- Collaborate on design for branding projects for ministries, events and sermon series
- Collect quotes, prepare artwork, and place orders for printed materials
- Create, schedule, monitor social media posts & marketing ads for TheChapelBR accounts
- Plan and execute occasional off-site video shoots
- Assist with website editing and maintenance
- Review - Participate in annual job performance reviews and evaluations.

This description is intended to describe the general requirements for the performance of this position. It's not to be construed as an exhaustive statement of responsibilities or requirements.

QUALIFICATIONS

- Strong aesthetic and visual concept skills
- Proficiency in at least one program in the Adobe suite: Photoshop, Illustrator, InDesign
- Experience in printing processes and creating print-ready materials
- Strong knowledge of social media administration and marketing: Facebook, Twitter, Instagram
- Photography and videography skills
- Excellent time management and organizational skills
- Ability to meet deadlines and budget constraints of projects
- Ability to work well in a team setting

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in graphic design or related field
- One year experience in related position

ABOUT THE CHAPEL BATON ROUGE

The Chapel is a local, Christian ministry that has two locations serving the city of Baton Rouge and the campus of LSU. Our mission is to "Help people meet, know and follow Jesus on the campus, in the city and around the world." To be considered, please submit all of the following to courtney.hamilton@thechapelbr.com

- Cover letter,
- Current resume,
- Digital portfolio or examples of pertinent work