



CREATIVE PROJECT COORDINATOR

JOB DESCRIPTION

Full-time, non-exempt, 40 hours/week. Reports to the Director of Creative Engagement.

We are searching for a project coordinator ready and eager to use their skills to encourage the people of Providence to reach our four, our city, and the world with the gospel and to grow them up to love and worship Jesus.

QUALIFICATIONS & REQUIREMENTS

- Born-again Christian who loves Jesus and the Church
- A desire to plug into the community at Providence
- Enjoy taking on challenging and creative projects
- Willing to work on some evenings, weekends, and holidays
- Be able to have fun and collaborate well in a fast-paced team environment
- Have experience using Macs and PCs, possess strong typing skills, have proficiency in using MS Office, and the ability to learn new software quickly
- Experience working in an office and/or ministry environment is a plus
- Strong design sense including proficiency with Adobe Creative Cloud apps for design
- Be highly organized and have great attention to detail

RESPONSIBILITIES

- Contribute to developing email and web marketing strategies
- Help manage Providence's environmental storytelling and interior design projects
- Process numerous communication projects and promotional requests quickly and efficiently
- Manage and be the point of contact for multiple ministry projects simultaneously
- Provide excellent customer service to the communications team, the ministries, and our vendors
- Manage expense reports, invoices, and receipts for the Communications team
- Routinely participate in creative planning to develop dynamic strategies that keep Providence's brand consistent
- Assist in brainstorming, storyboarding, creation, editing, and distribution of visual communications for Providence
- Write and edit a variety of content with accuracy and a consistent voice
- Assist with website edits, printing and copying, trimming, ordering products, and distributing materials
- Perform other duties as assigned

APPLY

Visit pray.org/apply and fill out the application.