



Creative & Communications Associate

CREATIVE + COMMUNICATIONS

PART-TIME / 20HRS

OVERVIEW

The mission of Pine Hills Church is simple: bring people to Jesus, build people to live like Jesus, and send people out to multiply like Jesus. To further our mission, we're looking to hire a Creative & Communications Associate that manages projects, collaborates with the creative team, and develops marketing strategies for church initiatives. They handle social media content, email campaigns, and website updates, ensuring consistent and effective communication across all platforms. Additionally, they write and edit scripts, work with vendors and volunteers, and contribute to the overall communication strategy.

RESPONSIBILITIES

PROJECT MANAGEMENT / STRATEGY

- Manage projects and collaborate with creative team using Asana
- Ensure timely completion of administrative tasks
- Create marketing strategies for events and church-wide initiatives
- Build and maintain a network of vendors and volunteers

SOCIAL MEDIA

- Plan and execute social media content with the creative team
- Assist in managing Instagram, Facebook, and other channels
- Create and adapt content for social platforms

EMAIL

- Write, edit, and schedule newsletters and targeted emails using tools such as Mailchimp
- Develop email campaigns for special events

WEBSITE

- Collaborate with ministries to enhance web pages
- Maintain and update website content

CONTENT CREATION

- Write and edit scripts for announcements, videos, and ministry projects

MUST-HAVES

- Member of Pine Hills Church
- Consistent and intimate relationship with Father God, Jesus, and the Holy Spirit
- Excellent written and oral communication skills
- Effective at multi-tasking and organizational management to coordinate, structure, and provide vision to projects
- Experience in content creation, social media management, and overseeing organization-wide communication strategies
- Self-starter who enjoys coming up with and pitching creative ideas
- Highly attentive to details and results through tracking and accountability
- Ability to work well independently and with a team
- Proficiency in tools such as the Adobe Suite, Canva, Mailchimp, WordPress, and social media management

NICE-TO-HAVES

- Experience in graphic design, photography, videography, or web design
- Degree in marketing-related field
- Experience working with churches or non-profit organizations
- Portfolio of experience