CREATIVE PRODUCER
Overlake Christian Church

Job Title: Creative Producer – Graphic Design/Web Developer
Department: Creative
Reports To: Creative Director
Supervised By: Creative Director
FLSA Status: Exempt
Location/Shift: Redmond, WA/Full-Time
Prepared Date: December 2021

SUMMARY
The mission and purpose of this position is to be a contributing and collaborative member of the Creative Team, focused on the graphic design & web development duties for Overlake Christian Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Design and layout of electronic and print materials for Overlake Christian Church.
- Assist with Sunday morning service graphics, ProPresenter service builds, and other creative/technical duties, as needed, for both in-person elements and live stream.
- Manage the Website & App: maintain, update, and add to Overlake site and generate mobile app content and design.
- Ministry Support: graphic design and creative support for other ministries (promotional assets for print and digital, social media, building signage, events, etc.)
- Work with Creative Director, and Creative Team, to understand vision and direction for Sunday services and other churchwide ministry opportunities.
- Assisting Creative Director with creative concepts (church campaigns, building aesthetics, and events).
- Maintains Overlake’s branding so it remains consistent and is used properly throughout the building, print materials, and digital content.

QUALIFICATIONS

- BS Degree or equivalent work experience in graphic design and/or web development.
- Online portfolio that demonstrates graphic design and web development experience.
- A minimum of 2 years design experience.
- Proficient in Adobe Creative Suite and other design industry applications (Mac or PC).
- Knowledge of current web trends and languages - HTML/CSS/PHP/Javascript/MySQL
- Experience managing print projects and dealing with external suppliers and vendors.
- Ability to meet tight deadlines (weekly Sunday production) while simultaneously planning for seasonal/yearly activities and events.
- Works well in collaborative environment.
- Ability to manage multiple projects and multi-task well.
- Excellent attention to detail.
- Proactive self-starter with ability to run with a project to completion.
- Visually creative and technically proficient.
- Experience with presentation software and/or ProPresenter highly desired.
- Experience with video editing, motion graphics, and/or a photographer is a bonus but not required.
- Must be discerning, caring and have a desire to serve Jesus.
- Commitment to creating a diverse, equitable, and inclusive environment.
**PHYSICAL DEMANDS**

The physical demands are consistent with a typical office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment is a typical office environment. There are times that you will receive interruptions, additional projects when you least expect it, but can be very structured with the right individual. Each position on our staff needs to be an encouragement to those around us in order for the work we are called here to do to be successful.

**MEMBER OF OVERLAKE CHRISTIAN CHURCH**

It is the church’s desire that you be an active member of Overlake Christian Church. Employment is also subject to adhering to a Christian standard of living in which a deviation of this standard may impact eligibility to be employed at Overlake Christian Church.