



**ST. ANDREW'S**  
PRESBYTERIAN CHURCH

**Job Posting: Communications Associate**

Date: **April 12, 2017**

Position: **Communications Associate  
Full-Time, Hourly**

Reports to: **Minister of Communications**

Apply Directly to: Gwen Reinauer - Director of Human Resources

**REQUIRED:** Cover Letter, Resume and completed St. Andrew's Employment Application.  
Apply directly at: <http://www.sapres.org/about/job-openings/>

**CLOSING DATE:** **Until Filled**

**ROLE AND RESPONSIBILITIES:**

Provide creative support to the Communications Team and St. Andrew's staff.

- 65% Videography
  - (60%) Create dramatic, comedic and story-based sermon videos.
  - (20%) Create video announcements to play in weekend services.
  - (20%) Create videos to play in and out of weekend services, for departments and one-off videos.
- 15% Photography
  - Church photographer for Ministry Events, Church Events, Worship Services, Staff-related functions/website and Holidays. Manage church camera equipment.
- 10% Graphic Design
  - Support Communication Team with general design needs.
- 5% Archiving
  - Protect and expand the church's database of photos and videos.
- 5% Other
  - Staff meetings, Development and Training.

**QUALIFICATIONS:**

- Must be a Christian and actively attend St. Andrew's Presbyterian Church.
- Excellent verbal and written communication skills with strong interpersonal skills.
- Ability to work as a part of a team and build relationships and credibility with others.
- Desire to contribute to the creative environment of the Communications department.
- Strong attention to detail with time-management skills and ability to adapt to evolving needs.
- Works well under pressure with tight deadlines and last minute requests.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree required.
- Required experience with Final Cut. Motion and After Effects experience preferred.
- Required videography, photography and equipment experience.
- Adobe Creative Suite (Photoshop, Illustrator, InDesign) preferred.
- WordPress and blogging experience.
- Social Media savvy (Facebook, Instagram, YouTube, etc.).
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Experience with Mac computers.