



## Job Description

**Title:** Visual Communication Specialist  
**Reports To:** Team Leader  
**FLSA Status:** Non-Exempt  
**Prepared By:** Sam Meredith  
**Hours per week:** 29

**Ministry:** Youth and Young Adult Team  
**Classification Grade:** T-3  
**Approved By:** Human Resources  
**Approved Date:** 12/11/2018

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### Essential Organizational Core Values

- **As an Individual Leader:** The **Visual Communication Specialist** is responsible for taking the leadership of all ministry functions they oversee. Live out RLM's Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out RLM's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Youth and Young Adult Team and RLM Staff Team:** The **Visual Communication Specialist** has a responsibility to collaborate as a team member on their immediate team as well as the RLM Staff Team as a whole to accomplish church wide objectives and goals as well as **Youth and Young Adult** team objectives as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

### Job Summary

Performs a variety of administrative duties necessary to help run the High School Ministries, Young Adult Ministries as well as assisting the Youth and Young Adult Team Leader and the Executive Team Leader over Next Gen Ministries.

#### 1. Primary Responsibilities ( 85 %)

##### Visual Communication for Middle School, High School and Young Adults:

###### Graphics:

- Message series visual design
- Event promotional material (post cards, social media, web, banners, flyers, etc)
- Shirts, Swag, gear development (design, communication with outside businesses, etc)
- Volunteer development

###### Video

- Oversee celebration and promotional videos
- Capturing, editing, presenting, posting
- Volunteer development

###### Social Media and Web Design

- Events
- Reminders, Inspirational, informational
- Creative elements

###### Volunteer development

- Identify, Equip and Release volunteers to help carry out this vision

## **2. Team Function ( 10 %)**

- The Youth & Young Adult Team is your “first team.” Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Be coachable, approachable and demonstrate the ability and courage to speak and accept critical feedback (truth in love).
- Be an active participant in Youth & Young Adult Team meetings and discussions. Ability to think critically, systematically and collaboratively with the Youth & Young Adult Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- When another Youth & Young Adult Team Member needs to talk, priority is made and schedules are rearranged to accommodate the meeting in an appropriate and timely manner.
- Must live out RLM’s Organizational Core Values on the Youth & Young Adult Team.

## **3. RLM Staff Relations ( 5 %)**

- Work with our church congregation in a way that glorifies God through involvement in Weekend Service attendance and a Life Group. Be a visible model in friendliness, cooperation, attendance and availability.
- Collaborate with other staff members and ministries to ensure unity as an overall team displayed in attitudes as well as active ministry partnerships.
- Values and abide to the expectations of being a member of the church found in our 101, 201, and 301 classes.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Align, Internal DiscipleShift, Harvest Fest, Easter weekend, etc.)

### **Qualifications, Required Skills and Competencies:**

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.
- A shepherd’s temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at RLM, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries’ Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.
- Social Media savvy
- Graphic Design skills
- Computer skills: typing, spreadsheets, emailing, design, etc

### **Physical Abilities required**

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision.

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**Disclaimer(s)**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

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Employee Name: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_