

**Job Title: Digital Communities Assistant**

Report To: Minister of Digital Communities

Date: September 2024

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**Church Description:**

Grant Memorial Baptist Church ("GMBC"), a member of the Baptist General Conference of Canada, is a vibrant, evangelical congregation averaging 1,100 in two Sunday morning services. Over 1500 adults consider GMBC their home church. GMBC is known for its emphasis on teaching the Scriptures and diverse ministry engagement opportunities. Together, we seek to Gather, Grow, and Go—to the glory of God.

**Job Summary:**

The **Digital Communities Assistant** position provides graphic design services to all ministries of Grant Church, executing the design and layout for a wide array of print and digital media projects church-wide. As part of our collaborative design team, you will work on assigned design projects, showcasing your creativity and skills.

**Time Requirements:**

30 hours per week, equivalent to a full-time position (0.75 FTE).

In addition to regular office hours Monday to Thursday, availability is occasionally required on Sunday mornings and on various midweek evenings (TBD).

**Responsibilities:**

- Produce graphic design work supporting the Grant Church ministry, including logo development, display, designed social content, Sunday service production assets, OOH and digital ad network campaigns, motion graphics, and other elements as they arise.
- Ensure work complies with project technical specifications/requirements.
- Design marketing, communications, advertising, and promotional materials for all Grant Church ministries and events to ensure consistency in brand and campaign themes while meeting the needs of all stakeholders.
- Assist in photo shoots and execute photography as required.
- Work closely with the Minister of Digital Communities to prioritize projects and timelines to meet deadline changes and updates.

### Requirements:

- Applicants with a degree or diploma in Graphic Design or similarly focused programs from a recognized institution will be prioritized.
- A minimum of 2 years of practical experience in graphic design is preferred.
- A demonstrated and comprehensive background, understanding, and experience with graphic design applications, specifically Adobe Creative Cloud suite and in particular, InDesign, Photoshop, Illustrator, Lightroom and After Effects.
- Spatial or 3D rendering knowledge is considered an asset.
- Experience with motion graphics is considered an asset.
- Remains current on new developments and technologies related to graphic design and brand development.
- Excellent attention to detail and ability to proofread.
- Excellent ability to communicate with others inside and outside of the organization.
- Ability and willingness to work event evenings and weekends as an integrated ministry team member.
- The capacity to prioritize competing demands in a dynamic and evolving environment, independently managing deadlines and corresponding workload.

### Essentials:

- Committed, growing, mature follower of Christ
- Supportive of the vision and leadership of the church
- A completed Criminal Record check, including the vulnerable sector search

### Staff at Grant Memorial Baptist Church exemplify the following:

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Prioritize joining the Grant Memorial Church Membership
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

### Grant Memorial Baptist Church

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**Other:**

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the church
- Be able to interact with others and demonstrate the values of GMBC
- Be available as the opportunity arises to share faith, scripture, and principles based on the Statement of Faith and Lifestyle Commitment, pray with individuals, and actively communicate a belief in the Lord Jesus Christ.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**To apply:**

Please send the following attachments to [humanresources@grantmemorial.ca](mailto:humanresources@grantmemorial.ca):

1. Resume
2. Cover Letter
3. One pastoral reference
4. Please use 'Digital Communities Assistant' in the subject line of the email.

**Closing date:** When the position is filled