



Lake Mead Christian Ministries exist to make disciples through education and community.

Lake Mead Christian Ministries (LMCM) Minister- Creative Assistant

Job Type: Full Time

Department: Advancement - Culture & Communications

Reports to: Head of Culture & Communications

Job Summary: The Creative Assistant will work within the Culture & Communication Department to create graphics, promotional material, printed material for two of LMCM's ministry branches: Church at Lake Mead and Lil' Eagles. The Creative Assistant will assist the LMCM Creative Coordinator with any graphics and print related tasks.

Required Spiritual Qualities

- Acknowledge Christ as Savior and live life as His disciple.
- Support LMCM Mission by making disciples of Jesus Christ through community involvement.
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others.
- Believe the Bible to be the inspired, authoritative and inerrant Word of God.
- Agree with and actively support the LMCM Statement of Faith.
- Show evidence the fruit of the Spirit in interacting with people
- Have a Christ-centered home.
- Attend and actively participate at Church at Lake Mead.

Essential Job Functions:

- Protect ministry branding and assist with promotional material including printed material.
- Assist and work closely with LMCM's Creative Coordinator for creativity and collaboration
- Assist LMCM's Creative Coordinator with printed material and graphics
- Visualize and create graphics including illustrations, logos, layouts and photos using Adobe products..
- Help produce content for promotional marketing.
- Manage printing for marketing materials on the canon Imagepress.
- Manage paper ordering for printing
- Promote a common purpose consistent with stated Ministry goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policies related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with LMCA's open-enrollment population while understanding and respecting each other's view of the world, personalities and working styles.

- Be organized and adaptable, and demonstrate skills necessary to make recommendations for improvement and organizational efficiency.
- Participate in ongoing professional development opportunities for graphic design.
- Ability to take a project from start to completion.
- Ability to work in a collaborative office space.
- Have strong organizational skills and an ability to prioritize and complete simultaneous projects within deadlines.
- Have excellent interpersonal, verbal and written communication skills.
- Ability to work independently and follow through on assignments.
- Ability to interact in a professional manner with a diverse group of staff, faculty, students, and the community in a service-oriented environment.
- Ability to check email daily for new assignments.
- Ability to work in LMCM's fast-paced environment.
- **Other duties as supervisor deems necessary.**

Experience/Knowledge:

- Be competent and have experience in basic adobe graphic design programs, e.g., Ai., InDesign, Photoshop.
- Have experience in data merge (InDesign)
- Have experience or training on an Imagepress or large machine for printing
- Be competent in Google G Suite
- Possess basic copywriting skills.
- Have some experience in photography and photo editing.
- Ability to operate personal computers with proficiency and learn new applications and systems.

Qualifications: This position requires a Bachelor's degree with at least 1 year of experience directly related to the duties and responsibilities specified. Work experience with adobe knowledge may be substituted for the degree requirement on a year for year basis.

Compensation: \$27,040.00 - \$36,520.00

Benefits:

- *Qualifies for tax benefits
- Accrued PTO and Sick leave
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy
- 403B matching and other retirement programs
- Christian Healthcare Ministries for health care coverage CHM.org - shared cost with employee/employer
- Short and long term disability at the cost of the ministry.
- 25,000.00 life insurance at the cost of the ministry
- Additional life insurance up to \$150,000 - Self Pay
- Ministry Scholarship for student tuition and Lil' Eagle's cost reductions
First year hires receive a 50% scholarship, then each year add 5% until you reach a max of 70%

