



Print/Design Media Coordinator

First Baptist Simpsonville | Upstate Church
Simpsonville, SC
Full-Time

Position Overview:

Upstate Church is seeking a **Print/Design Media Coordinator** to support our Communications Team with print and design media needs. This role requires strong attention to detail, time management skills, and the ability to oversee print and design projects for a multi-site church. The ideal candidate will be proactive, creative, and passionate about producing high-quality materials that align with our church's vision and brand.

Key Responsibilities:

Print Media Management:

- Collaborate with the Communications Team to coordinate and execute approved print projects.
- Ensure the quality, timely installation, and distribution of all printed materials.
- Manage production timelines and vendor relationships to ensure cost-effective and efficient printing.

Graphic Design & Creative Development:

- Design and oversee event and ministry-related print projects, from concept to final production.
- Review and refine designs for accuracy, visual appeal, and brand consistency.
- Create small-scale vinyl graphics (e.g., baptism stickers, door signage) using tools like Photoshop and InDesign.
- Design and produce church materials, including lanyards, business cards, posters, and other essential assets.
- Assist in the development of church merchandise, from concept to execution.

Communications & Brand Consistency:

- Contribute creative ideas to enhance marketing and communication strategies.
- Monitor and assess the effectiveness of communication initiatives, making data-driven improvements as needed.
- Collaborate with ministry departments to ensure all print and design materials align with the church's branding and messaging standards.

Skills & Qualifications:

- Proficiency in **Canva and/or Adobe Creative Suite** (Photoshop, InDesign, Illustrator preferred).
- Strong **time management** skills with the ability to handle multiple projects simultaneously.
- Highly **organized and detail-oriented** with a proactive approach to problem-solving.
- Creative mindset with a passion for **visual storytelling and brand development**.
- Strong **collaboration and communication skills** to work effectively with different teams.

Why Join Us?

This role offers a unique opportunity to use your creative talents to make a meaningful Kingdom impact in a growing, multi-site church community. If you're passionate about design, print media, and church communications, we'd love to hear from you!