

JOB DESCRIPTION

Employee:
Job Title: Promotional and Graphics Coordinator
Pay Scale: \$
Immediate Supervisor: Director

Job Summary

The Promotional and Graphics Coordinator should have a vision of reaching the children of Manitoba with the gospel of Jesus Christ. S/he will assist the provincial director of Manitoba while operating within the provisions of by-laws, policies, and vision statement. The person who holds this position must facilitate the evangelization and discipleship of children in Manitoba. Evangelism is the presenting of the gospel in a way that is understandable to the child and includes an opportunity to respond. Discipleship is teaching which brings a believing child from immaturity in their spiritual walk to that of one who is coming into conformity with the image of Christ.

Main duties

As a Promotional and Graphics Coordinator, the staff will perform these duties under Provincial Director.

Developing promotional material for CEF of Manitoba events throughout the year.

Updating photos and text on CEF of Manitoba website with current events and info.

Maintaining relationships with CEF Clubs, students and local community members (festivals, musicians, artists, etc.) to update web site with current info.

Creating promotional material for annual events that may be used year to year (i.e. annual fundraiser, Banquets, summer festivals, MissionFest etc.)

Develop and produce promotional and marketing materials for several CEF programs and services.

Create posters, flyers, brochures, ads, and other marketing pieces for contracted entities.

Organize complex workflow procedures to ensure job completion by deadline.

Follow procedures to ensure proper cost allocations for contracted entities.

As a Good News & Party Clubs Coordinator, S/he will perform these duties under Provincial Director.

- Implement Good News and Party club curriculum and provide help for hosts and teachers in using this curriculum.
- Plan and implement a yearly or 3-5 year curriculum of Club materials for children that will

draw them to Christ and provide for their participation in all CEF of Manitoba activities.

- Plan and implement party clubs once a month or during relevant celebrations during the year (i.e Easter, Christmas, Thanksgiving, Valentine's Day)

Lifestyle Agreement Policy

Our lives are a reflection of the Lord and we are committed to upholding biblical standards in all areas of faith and practice including morality, ethics and in all relationships. These standards help us protect the integrity and witness of the organization and the reputation of our Lord Jesus Christ.

Computer Skills

Must have proficient computer skills in the following applications: Mac OS and Adobe Suite CS4. Strong photography skills required. Skills in typography required. Must have general computer and Internet skills with familiarity with Microsoft Word, Microsoft Excel and Microsoft PowerPoint. Fluency in Final Cut Pro is highly preferable. Skill in web development is a plus.

Educational and Qualifying Experience

- Previous graphic design experience required.
- Familiarity with generally accepted graphics standards.
- Ability to think and act creatively.
- Ability to perform multiple tasks.
- Demonstrate effective interpersonal and communication skills.
- Ability to set priorities and meet deadlines in a fast-paced environment with frequent interruptions.
- Ability to work independently and take initiative.
- Possess a positive attitude and a willingness to learn.
- Must be courteous and pleasant at all times.

I agree with my job description and received a copy.

Signature

Date