

CREEKSIDE CHRISTIAN CHURCH of ELK GROVE
Elk Grove, CA

Position Description

**Print Media Coordinator
(Part Time)**

I. Position Identification

- Title: Print Media Coordinator
- Department: Media & Communications
- Reports to: Communications Director
- Classification: Part-Time, Hourly

II. Position Summary

Creekside is seeking a detail-oriented and organized Print Media Coordinator to join our Media Team. This administrative role supports the church's communication and promotional efforts by producing print materials, managing digital newsletter content, and collaborating with ministry leaders. The ideal candidate will possess strong computer and organizational skills, familiarity with design software, and a desire to learn and grow.

III. Responsibilities

- Format and prepare weekly sermon notes and LifeGroup questions.
- Print and fold sermon notes for weekend services.
- Coordinate with the preaching pastor and LifeGroup coordinator to ensure materials are accurate and prepared for both print and app delivery.
- Upload fill-in sermon notes to the app using Subsplash.
- Create and send a weekly online newsletter via Constant Contact.
- Assist with additional printing and promotional needs throughout the year.

IV. Minimum Job Requirements

Required Qualifications

- Availability on Thursdays (required); other hours are flexible throughout the week.
- Strong organizational and administrative abilities.
- General computer proficiency and a willingness to learn new tools and systems.

Preferred Skills (or willingness to learn)

- Adobe Creative Suite, especially **InDesign**
- **Subsplash App** for weekly content management
- **Constant Contact** for weekly digital newsletters
- **WordPress** for website updates
- **YouTube** for weekly media uploads
- Proficient in **Microsoft Word** and **PowerPoint**

V. Salary Range: \$17-\$19/hour