



Creative Media Assistant Director

Full Time | This is a Sunday-Thursday position.

POSITION SUMMARY:

This person spends the bulk of their week producing material assets for initiatives set by the Creative Media Director and necessitated by ongoing communications requests. They'll use various channels, including digital, print, and video to ensure the church's messaging needs are conveyed with clarity, alignment, and focus to ensure effectiveness.

Besides helping manage the weekly recurring production of the Creative Media Department, this person will also serve as a story gatherer and will help departments focus in on stories of life change that are happening and need to be told to a broader audience.

They would work closely with the Creative Media Director and Video Producer to ensure these stories are captured in an appropriate way and scheduled for use on social media, tulsafmc.org, ad campaigns, and in worship as appropriate.

PRIMARY QUALIFICATIONS:

- A background in communications and/or marketing (3+ years).
- Knowledge of and proficiency in the Adobe Creative Suite is a must.
- A self-starter who can be given an objective and get the task done within a timeline.
- Can manage multiple projects from ideation to execution.
- A team player. The best candidate will be able to work well with the rest of the creative team and will learn from others to grow in their work.
- Is solution-minded and will find creative solutions to complicated problems.
- Proficiency in project management tools.
- Excellent written and verbal communication skills.

NICE-TO-HAVES:

- Understanding of social media best practices.
- A good interviewer who can pull the best stories out of people.
- Ability to review analytics of online media channels and adapt accordingly.
- Experience working for a church or non-profit.

TO APPLY:

Send resume to Kyle Westfall at kylewestfall@tulsafmc.org. Portfolios of design work will be accepted but are not necessary.