

## Job Description

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**HARVEST  
BIBLE  
CHAPEL  
BARRIE**

<b>Title:</b>	<b><i>Internet and Graphics Coordinator</i></b>
<b>Classification:</b>	<b><i>Support Staff</i></b>
<b>Reports to:</b>	<b><i>Communication Director</i></b>
<b>Hours:</b>	<b><i>Part-time (18 hours per week)</i></b>
<b>Compensation:</b>	<b><i>As negotiated</i></b>
<b>Benefits:</b>	<b><i>Not applicable</i></b>
<b>Vacation:</b>	<b><i>Consistent with established policies</i></b>

## SUMMARY

The internet and graphics coordinator supports the ministries and staff of Harvest Bible Chapel through various avenues of creativity, promotion/communication, and technical services. He/she will wholeheartedly support the mission, vision, doctrine, pillars and ministry strategy of Harvest Bible Chapel Barrie as established by the elders and executed by the staff team.

## RESPONSIBILITIES

### I. Creativity

1. Design graphics for sermon series, banners, ministry events, pre-service slides, eBulletin, etc.
2. Create sermon slides (outside of ProPresenter).
3. Contribute to the creation of bumper videos, storyline videos, etc.
4. Schedule/direct photographers (and/or personally take photos) for various events for the purpose of follow-up social media posts and future promotional material.
5. Participate in brainstorming sessions for various broader church initiatives.

### II. Promotion/Communication

1. Create and distribute the eBulletin.
2. Create and distribute other occasional newsletters.
3. Liaise with various printing companies.
4. Create online surveys and forms and train staff to manage their ministry forms.
5. Maintain the church website(s).
6. Upload the sermon video and sermon notes to the website.
7. Upload the audio podcast to iTunes.
8. Collaborate with other staff in the execution of posts to Facebook, Twitter, and Instagram.
9. Prepare graphics (lower thirds) for worship service projection and livestream.
10. Build a team of creative volunteers from the church family to contribute to various projects.

### III. Technical/Admin

1. Administer and maintain staff email accounts.
2. Administer and maintain domain information.
3. Maintain a photo library.
4. Perform initial technical support for Macs, iPhones, etc.

### IV. Other Responsibilities

1. Daily time with God exercising spiritual disciplines such as Scripture reading, prayer, worship, etc.
2. Develop ongoing accountability relationship(s) in areas such as personal purity, financial stewardship, spiritual disciplines, etc.
3. Prioritize and nurture a healthy relationship with your spouse.
4. Adopt the posture of a lifelong learner, continually growing in skills and knowledge in areas covered by this ministry description.

5. Other responsibilities as assigned.

## **QUALIFICATIONS**

### **Character**

1. Must be maturing spiritually (Colossians 2:6-7) consistent with the 4 pillars and 3 Ws.
2. Must be increasing in the fruit of the Spirit (Galatians 5:22-23).
3. Must demonstrate a servant's heart (Mark 10:42-45) and be teachable and humble (Philippians 2:3-7).

### **Competency**

1. Must have strong skills in graphic design.
2. Must be able to multi-task and complete projects amidst interruptions.
3. Must be organized and able to prioritize various tasks.
4. Must possess a solid knowledge of websites, social media, and all relevant software.
5. Must be able to troubleshoot minor technical issues with Apple products and recommend outsourcing.
6. Must be committed to ongoing improvement, with an understanding of both strengths and weaknesses.

### **Chemistry**

1. Must be committed to the local church and active in building community (Acts 2:42-47).
2. Must be a team player with an understanding of this role within the overall ministry of Harvest Barrie.
3. Must demonstrate an ability to relate well and work efficiently with fellow staff members and volunteers.

### **Conviction**

1. Must be in full agreement with the Harvest mission, vision, doctrine, pillars, and ministry strategy; be convinced of their effectiveness in building the church; and communicate this DNA consistently.
2. Must agree to abide by the staff policy manual.

### **Capacity**

1. Must be highly motivated and action oriented; a strong work ethic; a get-it-done kind of person.
2. Must be able to fulfill the responsibilities of the job and also maintain a healthy personal and family life.