

Title: Creative Coordinator

Part-Time / Reports to Experience Director

Position Job Summary:

As an agile, highly creative catalyst, the Creative Coordinator operates under the direction of the Experience Director to execute the visual direction for New Walk Church. This versatile part-time role spans digital graphics, print media, motion graphics, video editing, and specialized design initiatives. Serving as NWC's primary creative output, responsibilities include building engaging graphics, promotional collateral, booklets, environmental installations, asset workflows, and refining media using advanced generative AI tools. Succeeding in this role demands high-level design competency, mastery of the Adobe Creative Cloud, strong pre-press and layout knowledge, systematic project execution, and an active commitment to church service and event engagement, paired with a passion for building culture-aligned team momentum.

What You Will Do (Specific Job Responsibilities):

Creative Design & Utility Support

- **High-Impact Visuals:** Produce high-quality digital graphics, dynamic video assets, and print media that elevate the visual experience for guests whether on campus or online.
- **Brand Stewardship:** Guard and uphold NWC's distinct graphic identity across every project, ensuring unified aesthetics for all departmental initiatives.
- **AI-Driven Workflows:** Utilize modern generative design software and artificial intelligence platforms to maximize efficiency, push creative boundaries, and speed up turnaround times.
- **Special Projects:** Step in to execute diverse, fast-moving creative assignments assigned directly by the Lead Experience Director.
- **Operational Support:** Oversee digital asset organization, track workflow milestones, liaise with print suppliers, coordinate orders, and monitor creative tasks assigned to volunteers and contractors.
- **Weekend Asset Execution:** Complete assigned creative tasks with competence, speed, and precision, delivering weekly assets—such as sermon series assets, print/digital sermon notes designs, lower thirds, and presentation slides..

Service & Event Engagement

- **Church Community:** Maintain consistent attendance and engagement during weekend services.
- **Special Event Support:** Provide on-site creative/production support during high-capacity weekend events or special holiday productions as required by leadership.

Problem Solving & Vision

- Act as a solution-oriented leader who uses discernment and empathy to identify needs and resolve issues in real time.

- Uphold and defend the church's leadership culture, ensuring every decision aligns with the vision of an exceptional guest experience.
- Serve as a steadfast, encouraging communicator who builds team confidence and helps the community feel connected to New Walk.

What Skills You Will Need (Qualifications):

- **Design Suite Expertise:** Exceptional command of Adobe Creative Cloud programs including Photoshop, Illustrator, InDesign, Premiere Pro, or After Effects.
- **Generative AI Competency:** Demonstrated skill leveraging cutting-edge generative tools to enhance visual assets, refine vector graphics, and accelerate production efficiency.
- **Print Production & Layout:** Deep understanding of pre-press setup for large formats, booklet publication, precise typography styling, and color accuracy.
- **Motion Graphics & Video Editing:** Core capability in post-production workflows, animation, and video crafting tailored for physical displays and web distribution.
- **Adaptive Creative Agility:** A proactive, flexible mindset capable of switching seamlessly between branding, editorial layout, and operational tasks like asset cataloging.
- **Systematic Execution:** Rigorous approach to asset management, project tracking, and hitting strict deadlines within a dynamic organizational ecosystem.
- **Vision & Heart Alignment:** Strong personal harmony with the core ethos, artistic direction, and ministry goals of NWC.

General Responsibilities:

- **Spiritual Stewardship:** Model the principles and disciplines of a Christian life. Any conduct unbecoming of a Christian is cause for immediate termination.
- **Vision Defense:** Aggressively defend the vision of New Walk Church and its leadership, including the Lead Pastor, at all times.
- **Biblical Commitment (Tithing):** Tithe a full 10% of your income to New Walk Church. All staff are held accountable for their tithing and the fulfillment of other financial pledges.
- **Leader Multiplication:** Actively look for opportunities to develop and raise up new leaders within your sphere of influence.
- **Collaborative Rapport:** Establish and maintain a healthy working rapport with all Pastors and Directors to ensure church-wide unity.
- **Presence & Punctuality:** Be present and prompt for all assigned meetings and church-wide servant evangelism events.
- **Small Group Engagement:** As a part-time staff member, you are expected to be an active participant in a New Walk Small Group for at least 2 out of 3 semesters annually.
- **Departmental Ownership:** Lead your assigned tasks with excellence and remain ready to serve other teams as needed during Big Day events.
- **Ambassador of the House:** Recognize and respond to every person—whether an attender or a guest—as a servant of the church and an ambassador of Jesus Christ.

- **Adaptive Service:** Perform other appropriate duties as required by the Lead Pastor and Executive Pastor to move the mission forward.