
13 Heath Lane, Schooley's Mountain, NJ 07870 • (908) 852-3044 • www.lmusa.org • hresources@liebenzellusa.org

Department: Communication Services

Reports to: Communications Team Leader

Supervises: Volunteers, interns

Overview: Design a variety of print and digital materials for missionaries and a local retreat center. Experience with WordPress, Mailchimp, and Canva or Adobe Creative Suite is a plus.

Relationships with other departments

- Create visual concepts related to corporate image
 - Print
 - Electronic
 - Promotional products
- Designs promotional items for GM (Global Ministries) missionaries
 - Provides them an updated small catalogue of items to select
 - Keeps a supply of these items on hand at the office as needed
 - Surveys missionaries for additional items needed on a quarterly basis
 - Organizes and prepares written communications for the GM mobilization staff
 - Updates and expands website as needed
- Designs promotional items for RM (Retreat Ministries)
 - Produces flyers, postcards, brochures and other materials as needed
 - Assists in promotion of events
 - Updates and expands website as needed
- Assists General Director in composition of documents as needed

Duties

- Works closely with Communications Services team leader and team
 - Offers ideas and suggestions for marketing/promotional strategies and initiatives
 - Maintains branding and design
 - Ensures branding and design elements are consistent across the organization
- Performs layout and design
 - Bimonthly prayer bulletin (written content and design) with input from GM missionaries and RM staff
 - Quarterly magazines (written content and design)
 - Monthly e-newsletters
 - Social and web graphics as necessary

Job Qualifications

- Experience with WordPress, Mailchimp, and Canva or Adobe Creative Cloud is a plus
- Completed college education, preferably in graphic design, English language, or

communications.

- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position.
- English language fluency and ability in writing with style.
- Proven professional skills, evidence of good judgment, results driven.
- Strong project management and database management skills.
- High organizational commitment and professionalism.
- Creative, innovative and intuitive.
- Able to establish and accomplish self-directed goals and objectives.
- Possess valid driver's license and personal vehicle
- Proficient in office technology – Word, Excel, PowerPoint, Outlook, Facebook, Skype and accurate use of email communications.

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands.
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision.
- The noise level in the work environment regularly varies from quiet to moderate.