**South Carolina Baptist Convention**

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| Job Title | Creative Assistant |
| Reports to | Creative Director |
| Status | Non-Exempt, Part-Time |

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| Job Purpose |

The Creative Assistant, under the direction of the Creative Director, will focus on the SCBaptist mission, vision, and strategy with innovative excellence by coordinating marketing, narrative, and storytelling content. The Creative Assistant serves as the internal point-of-contact for the Creative Team.

The Creative Assistant will support the Creative Director by helping with communicating the SCBaptist’s mission, vision, and strategy with innovative excellence by assisting with the coordination of project details to help the Creative Team produce empowering and encouraging content and strategies to increase interest and inspire action steps so that lives will be saturated and transformed with the hope of the Gospel.

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| Duties and Purpose |

* Provides administrative support for the Creative Team.
* Serve as the primary internal point-of-contact with Ministry Priorities staff to assist with the coordination of creative projects between the Ministry Priorities staff and the Creative Team. The Creative Assistant should serve as both an advocate for the Ministry Priorities staff and a safeguard for the Creative Team to produce projects that meet the standards of both parties and the organization at large.
* Serve as primary point-of-contact in processing and coordinating SCBaptist Creative content via SCBaptist’s project management platform by providing timely communication with strict adherence to deadlines.
* Serve by assisting with SCBaptist websites, social media content, Canva assets, lobby board displays, and email marketing.
* Serve by assisting with tagging, titling, captioning, digitally transcribing, curating video and audio playlists, developing descriptions, and creating timestamps for digital content.
* Serve by assisting in the organization and upkeep of SCBaptist and SCBaptist Creative’s internal processes, best practices, and initiatives.
* Serve by completing the Creative Team’s necessary internal documents, processes, and reports.
* Serve as a member of the Creative Team at SCBaptist events.
* Complete other duties as assigned by supervisor.

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| Qualifications |

* Excellent organizational skills; self-direction and motivation; sensitivity to deadline-driven workflow; ability to complete multiple projects under tight deadlines within budget.
* 2+ years’ experience in creative at a nonprofit, production company, or educational equivalent is preferred.
* Possesses a high degree of customer service skills, interpersonal skills, approachability, and high emotional intelligence.
* Stellar writing, verbal, and digital communication skills.
* Reputation for honesty, integrity, confidentiality, and responsibility in all matters and possesses a high degree of Christian maturity and character.
* Skillful in relating to others with respect to sensitive business, ministerial and personnel matters.
* A digital native with fluency in all digital content software and platforms with an understanding of Web 3.0 and artificial intelligence for emerging creative workflows is preferred.
* Committed to learning and understanding established and emerging digital content trends including, but not limited to, content management platforms, artificial intelligence platforms and project management systems, and digital content creation software and platforms, to keep current with issues and best practices pertinent to area of work.
* Active member in a South Carolina Baptist church.
* Committed to the promotion of the Cooperative Program.
* Trained in and actively engaged in witnessing and leading the lost to eternal salvation through the Lord Jesus Christ.
* Agrees to work within the parameters of the current *Baptist Faith and Message 2000.*
* Committed to the Advance Strategy and the six Ministry Priorities: Strong, Serve, Share, Send, Start, and Shepherd Teams.

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| Working Conditions |

Works primarily on location at 190 Stoneridge Drive with a typical working schedule of Monday to Thursday. Permanent Part-Time, 20 hours per week.

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| Physical Requirements |

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

* frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive and ride.
* frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
* required to use hands and fingers to feel, handle or operate objects, tools, or controls; and to reach with hands and arms.
* required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
* a valid driver’s license, a safe driving record, and proof of automobile insurance is required.
* available to travel overnight occasionally to fulfill job responsibilities.
* able to use reasoning ability to carry out written and oral instructions and to deal with work-related problems in various situations.

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| Approved by: |  |
| Date Approved: |  |
| Reviewed: |  |