**South Carolina Baptist Convention**

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| Job Title | ***Creative Specialist – Upstate (PT)*** |
| Reports to | *Creative Director* |
| Status | Non-Exempt |

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| Job Purpose |

The Creative Specialist – Upstate, under the direction of the Creative Director, will focus on creating marketing and narrative storytelling content that communicates our SCBaptist mission, vision, and strategy with innovative excellence. This member of the Creative Team will create empowering and encouraging original digital content to increase interest and inspire action steps toward lives saturated and transformed with the hope of the Gospel throughout the Upstate of South Carolina.

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| Duties and Purpose |

1. Create, record, edit and produce audio, video, and photo marketing and narrative story telling content for digital distribution, primarily in the Upstate of South Carolina, but in other regions as needed by supervisor.
2. Provide administrative support and maintenance of SCBaptist digital assets and production equipment
3. Plan and coordinating details for productions across the Upstate
4. Serve as a member of the creative and production team at Level 1 events.
5. Provide inspiration and art direction ideas for creative projects
6. Provide timely communication through SCBaptist’s project management system with strict adherence to deadlines.
7. Complete other duties as assigned by supervisor

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| Qualifications |

Qualifications include:

* Excellent communication and organizational skills; self-direction and motivation; sensitivity to deadline-driven workflow; ability to complete multiple projects under tight deadlines within budget
* 2+ year experience in communications or educational equivalent
* Excellent communication, content creation and storytelling skills
* Fluency in all digital content software and platforms with an understanding of Web 3.0 and artificial intelligence for emerging creative workflows
* Proficient understanding of established and emerging content creation trends
* Committed to continued learning digital content trends in order to keep current with issues and best practices pertinent to area of work
* Reputation for honesty, integrity, confidentiality, and responsibility in all matters and possesses a high degree of Christian maturity and character.
* 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 five Ministry Priorities: Strong, Serve, Share, Send, Start

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| Working Conditions |

Works primarily remotely, but regional, on-location travel is required.
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 ability to adjust focus
* required to have a valid driver’s license, a safe driving record, and proof of automobile insurance
* 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 a variety of situations

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