

Employment and Volunteer Opportunities at First Presbyterian Church

www.First-Pres.Org

First Presbyterian Church
Attn: Nancy Bass, Human Resources
219 E. Bijou St.
Colorado Springs, CO 80903

nbass@first-pres.org
(719) 884-6190

VOLUNTEERS NEEDED:

Can you help us for just a few hours a week? Our Reception Desk, Nursery and Cafe 225 Coffee Shop are looking for volunteers (training provided). If you are interested, please complete a Background Check form and place it in a sealed envelope, marked to the attention of Nancy Bass, Human Resources, and turn it into the Front Desk Receptionist. Please mark at the top of the form the area(s) for which you wish to volunteer.

JOB OPENINGS:

Apply www.first-pres.org or in person at 219 E Bijou Street 80903
Application and Background required

Faith Requirement: Active member of First Presbyterian Church or active member of a local Christian congregation. Holds beliefs that are consistent with those of First Presbyterian Church

1. Graphic Designer, full-time

The goal of the Communication Ministry of First Pres is to develop and provide strategic direction for the First Pres brand at organization and ministry levels. The Graphic Designer creates beautiful and powerful visual imagery and content for use in worship, advertising, print, digital, and electronic communications tools including social media, to support key branding messages to particular First Pres communities, ministries, and Colorado Springs as a whole. The Graphic Designer develops creative content and visual imagery such that there are common markers of design identity that are recognizable as First Pres or a First Pres ministry. The Graphic Designer must understand how marketing/strategic communications campaigns work in order to maintain a consistent design standard throughout First Pres. The Graphic Designer partners with the Director of Communication, members of the First Pres Executive Team and the Worship Team to provide input as to effective messaging, brand awareness, development of text into more effective messaging (such as graphs, tables, etc.), and other presentation media (video, photos, slides, etc.), for particular strategic communications campaigns. This key position develops and maintains the visual standard for First Pres!

Position Requirements

Faith: Noted Above

Education:

Bachelor of Arts or Fine Arts, BA in Graphic Design or related degree required

Experience:

- Minimum of two years of design experience in communications, advertising, graphic design or related industry experience
- Experience as lead designer desirable
- Experience working with strategic communications or marketing planning and implementation desirable

- Experience working across multiple media including print, digital, photography and video
- Experience in an environment working across multiple departments with unique characteristics and design needs

Skills:

- Expert level competencies within Adobe Creative Suite: Photoshop, Illustrator, InDesign and Acrobat Pro
- Experience and proficiency with Mac/OS platform
- Proficiency with web layouts and media management in a WYSIWYG editor
- Basic knowledge of HTML preferred
- Proficiency with Basecamp or similar project management tools
- Proficiency with Microsoft Office. Knowledge of color theory and color relationships
- Experience with typography, typographic terms, forms and settings
- Proficiency with page composition and style setup

Required Traits:

- Ability to multi-task in a fast-paced environment
- Ability to receive and respond to feedback with grace
- Must be able to work independently managing multiple priorities in keeping with overall schedule set by Director of Communication

Full-time position with benefits

Please include a letter of interest and resume

2. Program Coordinator for Communication, full-time

The goal of the Communication Ministry of First Pres is to develop, create content and provide direction for the First Pres brand at organization and ministry levels. The position of Program Coordinator coordinates and implements the communications strategies for ministry at First Pres.

This position uses excellent project management skills to serve as intermediary between ministry teams and the Communication team to move multiple projects toward completion simultaneously. As web master and editor, this position uses strong web editing skills to maintain content on all First Pres websites. This position monitors online presence, identifies and resolves any issues with promotional communication materials including editing (AP Style), formatting, print issues, information conflicts (i.e., dates, times of programs), quality of content, page layout, usability and ensures consistency of information across all communication platforms. This position also records metrics to determine success and penetration of media and regularly reports results to Director of Communication.

Position Requirements

Faith: Noted Above

Education: Bachelor of Arts in Journalism, Marketing, Advertising, Communications, Public Relations, English or related degree from an accredited institution.

Experience:

- Minimum of 2 years' experience in a project management or coordinator position in communications, advertising, graphic design, marketing, public relations, economic development or related industry experience.
- Experience working with strategic communications or marketing planning and implementation desirable.
- Experience working with multiple media including print, digital, photography and video.
- Experience in an environment working across multiple departments with unique characteristics and communications needs.

Skills:

- Excellent proof-reading skills
- Excellent organizational skills
- Proficient with Mac/OS platform
- Competency within Adobe Creative Suite: Photoshop, Illustrator, InDesign and Acrobat Pro
- Proficiency with Basecamp or similar project management tools
- Proficient with Microsoft Office
- Proficiency with web editing—copy, layouts and media management in a WYSIWYG editor
- Basic knowledge of HTML or ability to learn HTML desired

Required Traits:

- Ability to multi-task in a fast-paced environment
- Ability to receive and respond to feedback with grace
- Must be comfortable taking initiative to resolve problems keeping all parties informed
- Must have excellent verbal communications skills and ability to resolve and/or deescalate conflict
- Must be able to work independently managing multiple priorities in keeping with overall schedule set by Director of Communication

Full-time position with benefits

Please include a letter of interest and resume

3. Director of Children's Ministry, full-time

The Director of Children's Ministry creates an environment for Ministry that is biblically-centered, energetic and responsive to the needs of kids and their families. This position leads ministry planning and implementation to children aged nursery – 11 years of age within the Family Ministry of First Pres. The yearly ministry schedule includes: Camps, VBS, weekly Sunday activities, Wednesday night programming, interfacing with Children's Music, Preschool and Nursery staff, and programming and providing children's support when needed to parent programming. This position as the key catalyst of ministry to children, is primarily responsible for ensuring Biblical teaching, equipped volunteers and excited kids. Responsibilities include recruiting volunteers, creating a safe environment for children, providing curriculum, creating programming and events for kids and ensuring that all kids at First Pres meet and know their Lord and Savior, Jesus Christ and grow in elementary foundations of faith.

Minimum Requirements:

Faith: Noted Above

Education:

- Bachelor degree from an accredited institution in Bible studies, early childhood, elementary education, education management, or related area required
- Some Seminary or Bible studies coursework (if not main focus in undergraduate degree) desired

Experience:

- Minimum of three years in Children's ministry required
- Previous experience with Orange.
- Event planning for programs such as VBS, Camps, Sunday School or Wednesday night programming required
- Experience with child safety processes including but not limited to medical, security, background checks, etc.

- Demonstrated leadership of teams including teachers, staff, volunteers and parents required.
- Demonstrated experience leading and managing a staff team
- Demonstrated ability to use social media, digital media, print and database systems to provide up-to-date ministry contact, tracking of families and volunteers and creating metrics that indicate success

Desired Traits:

- Winsome approach that demonstrates ability to connect with children and adults in meaningful ways that creates trust and demonstrates passion for faith development in children and their families
- Demonstrates passion for Christ and the Bible and is able to talk openly about one's faith journey and express Biblical truths in both one-on-one conversations to up front in large group settings and everything in between
- High energy and creativity
- Ability to innovate new programming and ministry activity
- Ability to lead, equip, coach and inspire high-caliber volunteers and staff
- Works well in a high energy environment with multiple stakeholders
- Love for kids and families

Education:

- Bachelor's degree in Bible Studies, early childhood or elementary education or related areas
- Formal biblical studies or seminary education desired
- Familiarity with Orange

This position is part of our Family Ministry team led by Pastor of Family Ministry, Tom Pipkin, and includes all First Pres ministry from diapers to degrees!

Full-time position with benefits

Please include a letter of interest and resume