

# Creative Communications Specialist

**International Baptist Church of Singapore (IBC)** is a multinational and multicultural church that seeks to unite all people to Christ in love by making disciples for the glory of God - a community of sinners saved by the grace of God through Jesus Christ and inspired by the Holy Spirit. We seek to glorify God, nurture one another and express the love of God both in words and deeds.

We greatly value the inclusive nature of our church family that comes from a diverse array of multinational and multicultural backgrounds. The ideal candidate must share these same values and bring a heart full of love for all of God's children.

## Overview

The Creative Communications Specialist reports to the Communications Ministry Head to work together to support the Communications Ministry's mission to help fulfill IBC's vision. This can be accomplished through Gospel-centered and clear communication materials which enable people to come to know Christ, and develop a stronger connection within the church body. We create, primarily, to build the local church and inspire audiences to grow in their personal faith, as well as to clearly and concisely communicate our church goals. Responsibilities for this role mainly focus on **Church Identity** and **Video Production**.

## Responsibilities

### Church Identity

- Work closely with the Communications Ministry Head in implementing the visual direction for key IBC identity elements such as, but not limited to, corporate logos, typography, color palette. This will include consultations with the senior leadership and some key stakeholders.
- Create, develop and design materials taking into consideration IBC's visual communication tone, style and voice. Communication materials include, but are not limited to, sermon series artwork, social media posts, presentation slides, banners, and other event collaterals.
- Oversee implementation of guidelines to ensure consistency and clarity of visual church communication elements

### Video Production

- Coordinate with the Communications Ministry Head on filming and editing IBC's video requirements.
- Conceptualize, write, edit, and produce other ministry videos, as needed (eg, testimony videos, and other short-form videos for our social media accounts)
- Perform editorial functions including rough cuts, graphic design & integration, basic audio mixing, color correction and final delivery

## Creative Communications Specialist

- Understand quality design aesthetics and current trends in order to take what people are thinking and bring it to screens in ways that inspire.
- Understand the context in which finished work will be used to create more effective final products

### Other Responsibilities

The individual will complete responsibilities in accordance with the church's policies and applicable procedures as assigned, including but not limited to:

- Copywriting and editing, as needed
- Contribute ideas to the creative process
- Attending and contributing to various ministry and department meetings, as applicable to current or new projects
- Actively participating in Communications Ministry and Staff Meetings
- Raising up and empowering volunteers to help, where possible
- Offering up new ideas, strategies, and/or systems to make the team more efficient

### Requirements and Qualifications

**Education:** Bachelor's Degree in Communications, Marketing, Graphic Design, or related fields.

**Experience:** At least 5 years (preferred) in Graphic Design, Video Production, or similar roles.

### Others:

1. Good interpersonal and communication skills, with high proficiency in written and spoken English.
2. Innate creative spirit with a passion for innovation
3. Commitment to professional and personal excellence
4. Willingness to learn, grow skill set, and remain teachable and flexible
5. Team mentality: able to effectively work as part of a team, willing to do collaborative work, open to receiving feedback and accurately work on directions
6. Ability to multitask and meet deadlines
7. Keen eye for detail and editorial/visual design care
8. Track record for reliability and resourceful problem solving
9. Ability to recognize a need and initiate an appropriate response
10. Experience in a multicultural environment, preferably a church, would be an advantage

**Salary Range:** \$2500 to 3000 per month, depending on qualifications and experience

To apply: Email letter of intent, CV and portfolio to [\*\*searchcommittee@ibcs.org\*\*](mailto:searchcommittee@ibcs.org).