



Position: Graphic Designer/Multimedia Specialist

PHILOSOPHY

Nashville Christian School, in partnership with parents, strives to give honor and glory to God through Jesus Christ by educating students in a loving, nurturing environment to be committed and productive Christian servants in all areas of this life and in preparation for eternity. We, Nashville Christian School, believe that the Bible is the inspired word of God, that Jesus Christ is God's son, and that the Holy Spirit dwells in each of us. We believe that Christianity promotes high ideals, develops strong character, and holds the only promise for eternal life with God. Nashville Christian School, established by members of the churches of Christ, centers its entire program on Christian principles.

EXPECTATIONS

- Act as a Christian professional who is respectful, responsible, and demonstrates Christ's love while helping students realize and pursue their full potential – spiritually, intellectually, physically, and socially.
- Exemplify the school's mission and vision to all stakeholders.
- Have a relationship with the Lord that includes an active membership in a local church. Accordingly, each staff member must be morally upright in their public and personal life.
- Support the core beliefs held by the school. Staff will lead in dress, conduct, and attitude.
- Assist in the promotion of good public relations by addressing the needs of all stakeholders kindly, patiently, and efficiently.
- Understand and maintain confidentiality of all sensitive information. This includes but is not limited to donor, student, and financial information.
- Communicate and collaborate positively with administrators, teachers, staff, volunteers, parents, and students.
- Be detail-oriented, well organized and self-motivated with the ability to work under tight deadlines and structure.

OBJECTIVES AND DUTIES

Work closely with all members of the Advancement Team to brainstorm, design and produce a variety of creative multimedia graphics, print collateral, digital assets and videos to fulfill overall marketing and communications objectives.

- Collaborate with Director of Communications to design, edit and distribute advertisements, marketing campaigns and all other materials to online/print publications and social media
- Design print collateral for marketing Nashville Christian School (brochures, invitations, magazine, etc.)
- Collaborate and design advertising (billboards, magazine and newspaper ads, etc.)
- Create video content for marketing Nashville Christian School
- Design content for websites and social media accounts
- Assist in the management and updating of social media profiles
- Collaborate and design for development campaigns (auction, Annual Fund, Grandparents Day, etc.)
- Maintain and update hard copy and computer files of all completed marketing projects
- Help with general photography needs
- Adhere to branding and style guidelines

Work closely with the Advancement Team including Director of Communications, Director of Development, Director of Admissions and School President.

Attend weekly meetings with the Director of Communications

SKILLS AND QUALIFICATIONS

- Bachelor's degree in graphic design, marketing, communications or related field
- 1-3 years of professional graphic design and/or marketing experience
- Experience with video production
- Portfolio of design projects
- Expertise in Adobe Creative Cloud
- Ability to handle and prioritize multiple tasks while maintaining superior attention to detail and establish responsible deadlines and personal work plans
- Strong written and verbal communication skills
- Strong interpersonal and organizational skills
- Independent self-starter with ability to work as a member of a team