



MERCY ROAD CHURCH

CARMEL

Job Title: Creative Media Specialist

Status: Part-Time (20 hours/week)

Supervisor: Director of Creativity and Communications

About Mercy Road Church

Mercy Road Church exists to see people far from God disciplined into a passionate relationship with Jesus. We believe that we are all "on mission" and that the church is not a building, but a movement of people empowered by the Holy Spirit to bring transformation to our communities. We are committed to multiplication, discipleship, and raising up the next generation to know and follow Jesus.

Summary Description

The Creative Media Specialist supports the Director of Creativity and Communications by executing creative projects that help communicate the mission, vision, and ministries of Mercy Road Church.

This role focuses on content creation, graphic design, video production, social media management, and creative support for church-wide initiatives. The ideal candidate is highly creative, organized, self-motivated, and passionate about using media and storytelling to help people connect with Jesus and engage in the life of the church.

While the Director of Creativity and Communications provides overall vision, strategy, and brand direction, the Creative Media Specialist will play a key role in bringing ideas to life through excellent creative execution.

Primary Responsibilities

Content Creation & Social Media

- Create, schedule, and manage engaging content across Mercy Road Church social media platforms.
- Capture and edit photo and video content for use across digital channels.
- Produce short-form video content that aligns with current trends while supporting ministry goals.

Graphic Design

- Design digital and print materials that support church ministries, events, and communication initiatives.
- Create graphics for sermon series, events, campaigns, merchandise, and other church-wide needs.
- Ensure consistency with established Mercy Road Church branding and visual standards.
- Assist in maintaining and evolving creative assets across ministries and platforms.

Video Production

- Edit and produce video content for services, events, social media, and ministry storytelling.
- Execute the filming, editing, and production of creative video projects.
- Collaborate with the Director of Creativity and Communications to develop compelling visual stories that celebrate life change and ministry impact.

Event & Ministry Support

- Provide creative support for church-wide events, ministry initiatives, and seasonal campaigns.
- Assist with event branding, promotional materials, signage, media assets, and day-of content capture.
- Collaborate with ministry leaders to develop creative solutions that support ministry objectives.

Creative Collaboration

- Work alongside the Director of Creativity and Communications to execute creative vision and communication goals.
- Stay informed on design, social media, and communication trends to help strengthen the church's creative presence.
- Support various creative projects as ministry needs evolve.

Required Skills & Abilities

- Strong video editing skills with experience creating engaging short-form content for digital platforms.
 - Strong graphic design skills with attention to detail and brand consistency.
 - Proficiency with Adobe Photoshop and Canva.
 - Working knowledge of Instagram and other social media platforms.
 - Proficiency with Google Workspace (Docs, Drive, Sheets, etc.).
 - Strong visual storytelling and brand communication skills.
 - Highly organized with the ability to manage multiple projects and deadlines.
 - Ability to receive feedback, adapt quickly, and work within creative direction.
 - Self-directed with the ability to take ownership of projects from concept to completion.
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Preferred Skills & Experience

- Experience with DSLR or mirrorless cameras (preferably Canon).
 - Photography and videography experience, including basic lighting and framing.
 - Experience creating short-form content (Reels, TikTok, YouTube Shorts).
 - Familiarity with branding and working within style guides.
 - Experience organizing digital assets and creative files.
 - Basic copywriting skills for social media captions.
 - Familiarity with AI tools for creative workflows.
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Classification

- Non-Exempt (Hourly)
 - Part-Time (20 hours/week)
 - Work Schedule: Sunday mornings occasionally required + weekday hours for preparation and communication (flexible)
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Physical Requirements

- Ability to sit, stand, and work at a computer for extended periods
- Ability to move throughout church facilities and transport creative equipment and materials as needed.

Personal Responsibilities

- Maintain God-ordained priorities by putting Christ first, family second, and ministry third
- Demonstrate a lifestyle of relational evangelism and active discipleship
- Be an advocate for the vision, leadership, and unity of Mercy Road Church
- Attend Mercy Road worship services regularly and uphold the Leadership Covenant

This job description reflects the primary responsibilities and expectations of the Creative Director and may be revised as ministry needs evolve. This role plays a vital part in supporting the overall ministry of Mercy Road Church to see people far from God disciplined into a passionate relationship with Christ.