

Communications Design Specialist (Full-Time, 32 Hours/Week)

Canyon View Vineyard Church (CVVC) – Grand Junction, CO

Compensation: \$17–\$19 per hour

Reports To: Communications Director

Position Summary

Canyon View Vineyard Church is seeking a skilled and detail-oriented Communications Design Specialist to support the Communications Department through the creation of high-quality visual and digital content. This position plays a key role in maintaining a consistent, effective visual identity across all church communications and supporting ministries, events, and organizational initiatives.

The ideal candidate demonstrates strong organizational and creative abilities, manages multiple projects simultaneously, and works effectively both independently and collaboratively. A commitment to the mission and values of CVVC is essential.

Primary Responsibilities

- Develop and produce graphic design assets for print and digital platforms
- Capture, edit, and manage photography and video content
- Oversee in-house print production, including bulletins, signage, and promotional materials
- Support the planning and execution of event-related communications
- Assist with website updates and social media content management
- Provide communications support for Sunday services and other church gatherings as needed
- Coordinate and support communications-related volunteers
- Assist with administrative tasks, project coordination, and departmental organization

Qualifications

- 1–3 years of professional graphic design experience required
- Proficiency in Adobe Creative Cloud (Illustrator, Photoshop, InDesign; Premiere Pro or After Effects preferred)
- Demonstrated strength in visual design, layout, and brand consistency
- Strong organizational skills with the ability to manage multiple deadlines
- Experience in video production and editing preferred
- Prior experience in a church or ministry setting is beneficial
- Alignment with the mission, values, and culture of Canyon View Vineyard Church

Work Schedule

- 32 hours per week, primarily Sunday through Thursday
- Predominantly in-office, with limited remote work as approved
- Occasional evening or additional hours may be required to support events and services