

Church of the Nazarene, Inc.
Job Description Summary

Title: Communications Design Specialist
Department: Pensions & Benefits
Reports To: Communications Resources Manager/Editor

Summary:

This person will support the Communication Resources Manager/Editor in the preparation and development of print and electronic materials in alignment with Pensions & Benefits' strategic plan. Responsibilities include providing layout and design support for marketing resources, including newsletters, ads, flyers, social media, video/slide production, stationery, and other resources as needed. He or she will collaborate with staff and vendors to create and maintain the inventory of printed materials and to assist in the posting of electronic resources on the website and social media.

Please contact Human Resources at humanresourcesgroup@nazarene.org for more details on the job description and qualifications. Thank you!