



## JOB DESCRIPTION

Temporary Communications Designer  
Advancement Team

**DATES OF TERM:** January 2–April 30, 2026

**LOCATION:** The primary location of work will be performed in Lancaster, Pa.

**AUTHORITY** (collaborative, serving leadership):

The temporary communications designer functions with authority from the interim communications director.

### RESOURCES FOR THE JOB

Resources delegated to the temporary communications designer include

1. Personal compensation package: FTE: 100% Level: 4
2. Budgeted amounts for communications.
3. Additional training as needed.

### LIMITATIONS OF AUTHORITY

The limitations of authority for the temporary communications designer are determined by:

1. applicable civil laws - except those in contradiction to the Gospel
2. executive limitations policies (Cf: Board Policy Manual)
3. CAO employee handbook and all worker information manuals
4. the organization's strategic plans and priorities
5. limitations specific to the temporary communications designer position (departmental budget limitations)

### RESPONSIBILITY (OVERVIEW)

The primary responsibility of the temporary communications designer is to implement the design and technical aspects of the production of print and electronic communications materials that creatively, clearly, and consistently communicate EMM's vision, goals, and stories, in accordance with EMM's corporate identity standards.

### AREAS OF RESPONSIBILITY

1. According to corporate identity and design standards, design and coordinate production details of assigned print pieces under the direction of the communications director. Print items include *Messenger* newsletter, ads, brochures, manuals, forms, booklets, periodicals, and postcards. E

#### EASTERN MENNONITE MISSIONS

The information in this job description is intended to illustrate responsibilities and pertinent qualities for the assignment. This position description does not imply a contract.

#### KEY

**E = Essential functions** — Key components of the job; what an individual needs to do to fulfill the requirements of the position.

**O = Other functions** — Job functions that others can do; areas where there is greater possibility of making reasonable accommodation (as per ADA).

2. Participate as an active member of the communications team, brainstorming and helping to conceptualize various projects. E
3. According to corporate identity and design standards, design and coordinate production details of assigned website projects. Digital media work includes EMM's website, web applications, web content, fillable PDFs, and presentations.
4. Social media: Manage the organization's presence on social media sites including Facebook, Twitter, Instagram, and other sites. E
5. Photography: Serve as the primary photographer. Edit, retouch, and prepare photos as needed. In collaboration with the communications director and computer services director, coordinate digital asset management. O
6. Audio/video: Basic audio/video recording and editing. O
7. Attend EMM events and LMC's Celebration of Church life as requested. E

### **EXPECTATIONS OF RESPONSIBILITY**

The expectations of the responsibility of the temporary communications designer are expressed above along with the organization's strategic plans, priorities and goals (reviewed annually with the supervisor), and the operating and financial budget.

The temporary communications designer is expected to display the organizational values expressed in *Christ's Transforming Love* of obedience, well-being, and multiplication as well as the relationship values of affirmation, involvement, and servant leadership with CAO staff, with volunteers, with program participants, with partner churches, and with other stakeholders.

### **TEAM/PEER RELATIONSHIPS**

#### **A. Team/Peer Relationships**

1. This person will be working with Advancement team staff, other CAO staff and field personnel.
2. This person will be supervised by the Interim Communications Director.

### **MINISTRY FUNCTIONS**

1. Participate in chapel and annual prayer and fasting days (according to FTE). E
2. Commit to integrate prayer into normal day-to-day work responsibilities. E

### **QUALIFICATIONS**

#### **A. Education**

1. Bachelor's degree in art, graphic design, web design, or another relevant degree. Significant experience may be considered in lieu of education. E

#### **B. Basic experiences and skills**

1. At least two years of experience in graphics and/or web design. E
2. This position requires little or no cross-cultural experience. E
3. Ability to relate design to both a younger, postmodern audience and an older audience. E

4. Ability to continuously learn software and systems to keep skills/knowledge current in the rapidly-changing media environment. E
5. Ability to think outside the box balanced with strong attention to details. E
6. Understanding of technical details involved with HTML, Photoshop, Wordpress, Constant Contact, Illustrator, Google Workspace, and InDesign. Job uses Adobe software as well as Wordpress for web updates and various programs that use HTML. E
7. Ability to design with creativity and excellence. E

C. Personality

1. Self-motivated and able to work with minimal supervision. E
2. Ability to coordinate details and to meet deadlines. E
3. A collaborative, team-oriented attitude is needed. E
4. Ability to be satisfied with a behind-the-scenes role. E

D. Church affiliation

1. Active member in a Christ-centered, mission-minded congregation, with a preference for Anabaptist communities. E