

Web Designer

Princeton Alliance Church • P.O. Box 9000 • Plainsboro, NJ 08536
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(Gift set: Administration, Helps, Encouragement)

Purpose

The Web Designer at Princeton Alliance Church (PAC) is responsible for supporting all internet-related initiatives under the leadership of the Communications Director.

Recommended by: Communications Director
Approved by: Executive Pastor
Reports to: Communications Director
Works with: PAC Team, Communications Team

Qualifications

Leadership: Demonstrates a vibrant personal relationship with Jesus and a character of personal and spiritual integrity. Draws others into a common vision. Supports PAC's ministries and team leaders.

Cooperation: Desires to build the body with enthusiasm. Takes a collaborative, team approach. Interacts in a positive manner and works well with staff.

Administration: Possesses strong administrative and organizational skills, and demonstrates a high-level of attention to detail. Displays the ability to multi-task, managing several simultaneous projects.

Creativity: Possesses a creative spirit and a passion for innovation. Plans and leads with his/her own contribution of creativity while drawing the best of the same out of those around him/her. Demonstrates resourceful problem-solving skills.

Excellence: Works with a personal commitment against mediocrity. Skillfully calls those around him/her to apply their best effort and unique contributions to the team.

Authenticity: Cares for people and communicates a genuine interest in them.

Growth: Demonstrates a desire for life-long learning and exhibits traits of walking with Jesus.

Attitude: Reflects a willingness to serve others in humility and possesses a heart for ministry.

Proficiencies: He/she is proficient in HTML/XHTML. Experience with JavaScript and CSS is helpful. He/she is comfortable working within the framework of an existing web management system where creativity and innovation must fit within given parameters. Experience with systems such as Site Organic or Affinescape, and knowledge of Fellowship One's web integration features are pluses. On-the-job training will be provided.

The Web Designer also serves as a secondary graphic designer, so a high level of proficiency in Adobe Creative Suite 5 or above (Illustrator, Photoshop, InDesign and Acrobat) is required. Graphic design is used to enhance the website at princetonalliance.org and also for traditional, internal and external print communications. Print vendor coordination experience is helpful.

Education: An Associate's Degree in Web Development, Graphic Design or Communications, or equivalent professional experience. A minimum of two years work experience preferred.

Alignment: Embraces the mission, vision and membership of Princeton Alliance Church within six months of employment.

Responsibilities

The Web Designer at PAC is a part-time, salaried employee who works in-office 21 hours per week, Monday–Wednesday, 10:00 am to 5:00 pm. He or she is part of a three-person Communications Team and reports to the Director of Communications.

The Web Designer is a technical expert in all areas of web architecture including:

- User interface design
- Site navigation
- Content development
- Interactivity
- Multimedia integration
- Social media integration
- Metrics and analytics
- Site maintenance
- Site testing

A minimum of one-third of the Web Designer's time will be spent on graphic design projects.

In addition to his/her daily professional responsibilities, the Web Designer participates in weekly activities such as staff prayer and a staff meeting that includes a book study facilitated by PAC's Lead Pastor.

Personal Development (10%)

- Pursue personal/spiritual development through active listening and authentic self-awareness
- Pursue professional development through a variety of resources such as publications, building relationships with others in ministry, and conferences/seminars as necessary
- Meet with the Communications Director regarding personal development goals and accountability
- Discharge all duties in keeping with a holistic, healthy and balanced life

Opportunities for discipleship coaching and mentoring are available on request and are encouraged outside of office hours.

Primary Role (70%)

- Provide web and graphic design expertise
- Support the vision and strategic plan of the Communications Team by embracing the mission and vision of PAC: Knowing God, Developing Community and Bringing Hope to others
- Model and mentor PAC's core values: Generosity, Authenticity, Excellence, Creativity and Expectancy
- Accept responsibilities as appropriate in support of the Communications Director
- Independently think and take action on issues within the job. Recognize needs and initiate appropriate responses.
- Meet deadlines; accomplish tasks in a timely and orderly fashion
- Produce work that is accurate and complete
- Show follow-through on commitments and goals

- Demonstrate reliability by being punctual and maintaining a good attendance record for required work activities
- Demonstrate a motivation for ministry and display a willingness to work hard
- Assist with developing and supporting short-range and long-range planning for ministry based on authentic assessment and creative solutions
- Display appropriate judgment and decision-making skills
- Attend and contribute to required team meetings

Training (10%)

- Train and equip Communications Team members and any Communications volunteers
- Share administrative knowledge and skills with peers to promote excellence and efficiency

Communication/Coordination (10%)

- Regularly communicate victories, challenges and goals to the Communications Director
- Recognize the mission and needs of PAC ministries and assist appropriately
- Practice timely, complete and confidential communication
- Build genuine and effective relationships with staff, volunteers and the congregation

Applicants should provide a current resume including URLs of sites he/she has designed with a summary of noteworthy features. This information can be submitted as a .pdf to jobs@princetonalliance.org.