**Communications Assistant for Graphic Design and Photography** – Trinity School for Ministry, Ambridge PA, is seeking to hire a full-time Communications Assistant for Graphic Design and Photography. **Responsibilities include**: conceptualize and develop communication materials using InDesign, Photoshop, and Illustrator to produce brochures, flyers, postcards, and spread design; generate new and update existing communications materials; develop and produce communications materials for conferences and events; provide photography for campus events using Adobe Lightroom to process and edit; manage in-house print production; provide web support and graphics to website designer, videographer, and audio engineer; assist with Social Media platforms; proofread documents; edit/write stories for publications; manage relationships with vendors. **Knowledge, Skills, and Abilities needed:** Ability to use Google Drive and Google Docs; working knowledge of Asana Project Management Platform and Adobe Creative Suite including Photoshop, Lightroom, Illustrator, and InDesign; ability to take excellent photographs with a DSLR camera; excellent writing/editing skills and attention to details; experience with Wordpress, Mailchimp, and Drupal.  **Experience and Education required:** Bachelor’s degree in relevant field; experience in communications or graphic design; portfolio consisting of design and photography work; experience with Christian theological education is preferred. **Personal Qualifications:** commitment to Christ; self-managed; ability to adapt to changing needs of the department; ability to work occasional evenings and weekends; ability to carry photography, video equipment, and boxes of paper over a short distance.

Qualified candidates are encouraged to apply by submitting a cover letter, resume, and list of references to Elaine Lucci, HR Administrator, at [elucci@tsm.edu](mailto:elucci@tsm.edu) by March 13, 2020.