



Job Description

Position Title: Communications Specialist

Reports to: Experience and Communications Manager
exempt

Revised: 09.14.2026

Department: Campus Support

Status: Full time, salaried,

Primary Purpose

The NewPointe Communications Specialist will contribute to NewPointe's mission of inspiring people to follow Jesus by developing and executing creative communication initiatives that clearly and creatively communicate the church's vision, ministries, and initiatives. This role provides creative direction and design support across print and digital platforms, contributes to copywriting and content development, and collaborates with the Design and Communications Team to bring projects from concept to completion. Additionally, the Communications Assistant Director helps coordinate creative projects, maintains excellence and consistency across NewPointe's brand, and supports the team in delivering timely, engaging, and effective communication.

Essential Job Functions/Key Result Areas (KRAs)

- Design a wide range of visual content — including print materials, digital graphics, and promotional pieces — that maintains a high standard of creativity, excellence, and consistency with NewPointe's brand.
- Assist with copywriting and content creation for communications, marketing materials, and special projects as needed/requested.
- Support project management for design, marketing, and communication requests, helping to track timelines, coordinate stakeholders, and ensure on-time delivery.
- Collaborate with the Design and Communications team to conceptualize and execute creative projects from concept to completion.
- Monitor the look, vibe, and feel of assigned promotional materials to ensure alignment with NewPointe's brand standards.
- Other duties as assigned.

Position Requirements

Supervisory

- Lead Volunteers

Knowledge/Skills/Abilities

- Ability to quickly create relevant and creative communication messages.
- Ability to communicate clearly and concisely, both orally and in writing.
- Proficient in the following software applications:
 - MS Word, Excel, and Outlook
 - Adobe Creative Suite (Photoshop, Illustrator, InDesign) and Canva
 - Asana — project management software
- Able to ask questions for understanding and advancement of ideas/concepts.
- Coachable and takes direction well.
- Ability to multitask effectively and manage several projects at once.
- Ability to work independently, as well as with a team.

Qualifications

Education: College degree or higher

Experience: Minimum of two years' experience in marketing

Licenses: None required

Physical Activities/Requirements (with or without accommodation)

- Ability to move throughout the facility
- May require long periods of standing or sitting
- Be able to lift 25 pounds

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including ...
 - Tithe (within 3 months of hire). A tithe is giving 10% of your income to the ministry of the local church at NewPointe.
 - Participate in small group accountability
 - Regular attendance at NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value, reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

_____	_____
_____ Applicant Signature/Date	_____ Management Signature/Date