

February 7, 2024

DIOCESE OF LITTLE ROCK
JOB DESCRIPTION

Department: *Arkansas Catholic* Newspaper

Title: Creative Services Specialist

FLSA Status: Non-Exempt

Reports To: Editor, *Arkansas Catholic*

Job Summary: Design weekly newspaper and print and digital projects for Arkansas Catholic and the Diocese of Little Rock.

Essential Functions:

1. Lay out Arkansas Catholic newspaper and ads weekly.
2. Proofread text in newspaper as time allows
3. Prepare graphics as assigned by editor.
4. Choose and crop photographs for print and digital projects.
5. Handle all print buying.
6. Design annual Diocese of Little Rock Directory.
7. Maintain electronic archives of newspaper, ads and photographs.
8. Design brochures, posters, prayer cards, flyers and graphics as assigned by editor.
9. Design static web pages for fundraising and subscription campaigns.
10. Write and design marketing materials for fundraising and subscription campaigns.
11. Work with other diocesan departments on assigned projects.
12. Other duties as assigned by editor.
13. Maintains confidentiality of office matters that are confidential.

Qualifications:

- Knowledge and understanding of the Catholic Church.
- Bachelor's degree in related field or comparable professional experience.
- Proficient in Microsoft Office, Google Workspace/G Suite, InDesign, Illustrator, Photoshop and Wordpress.
- Extensive knowledge of Apple computers.
- Extensive knowledge of design principles and techniques.
- Excellent writing, communication and proofreading skills.
- Strong journalism skills.
- Strong attention to detail.
- Excellent organizational skills.

- At least two years of experience working in the newspaper or magazine industry.
- Demonstrated increasing ability to take responsibility and work under limited supervision.
- Ability to meet deadlines.

Working Conditions:

- Scheduled to work an average of 40 hours per week, typically Monday through Friday. Hours must be in person at St. John Center in Little Rock or hybrid.
- Some weekend and evening work may be required to meet deadlines.