Anderson Hills Church
Job Description

Job Title: Creative Producer
Status: Part-time hourly, 28 hrs, Hybrid Remote(2 in-person days a week)
FLSA: Non-exempt
Reports To: Creative Director
Job Titles Directly Supervised: NA
Last Revision Date: June 2026

Essential Duties:

The Creative Producer oversees church-wide communication by planning, coordinating, and managing the systems that keep projects moving and messaging aligned with the mission of Anderson Hills Church. Working closely with the Creative Director, Creative Department, and ministry leaders, this role owns the communications calendar, serves as the primary project manager for the Creative Department, and develops communication strategies that are clear, timely, and effective. By coordinating people, priorities, and workflows, the Creative Producer ensures creative projects are executed on time and helps move the organization from reactive communication to intentional, proactive planning.

General Summary of Duties and Responsibilities:

- Balance of Coordination and Execution: This role involves both direct content creation—such as writing copy for emails, weekly handouts, online content, and announcements—and proactive project management, including maintaining the communications calendar and coordinating project timelines.
- Own and manage the church-wide communications calendar, ensuring messaging is planned, coordinated, and delivered strategically across all ministries and communication channels.
- Serve as the primary project manager for the Creative Department by coordinating project timelines, tracking deliverables, facilitating communication, and ensuring projects move from request to completion on schedule.
- Partner with ministry leaders to identify communication needs, establish priorities, and develop communication strategies that align with the church's mission, vision, and annual ministry initiatives.
- Maintain and optimize website content, email communications, and other digital channels to ensure information is current, accurate, and engaging.
- Collaborate with designers, content creators, videographers, and ministry leaders to ensure project execution remains aligned throughout every stage of production.
- Monitor project progress, proactively communicate updates or potential roadblocks, and help maintain healthy workflows that reduce last-minute requests and reactive communication.
- Evaluate communication performance with Creative Director and recommend improvements based on engagement, effectiveness, and ministry goals.
- Contribute to additional communication and creative initiatives that support the strategic priorities of the Creative Department.

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Meetings Requiring Attendance:

- Creative Department Meetings (weekly)
- Technical Syncs (as needed)
- Communications Sync Meetings (as needed)

Qualifications:

Must have a growing relationship with Jesus Christ and a heart for helping people connect with the life and mission of the church. Must possess excellent writing, editing, organizational, and project management skills, with strong attention to detail and the ability to manage multiple priorities simultaneously. Experience in communications, marketing, project management, or ministry is preferred. Familiarity with project management platforms (such as Asana, Monday.com, slack, or similar tools), content management systems (CMS), SEO best practices, Adobe Creative Suite, and Meta reporting and analytics is preferred. The ability to collaborate effectively with designers, content creators, and ministry leaders is essential. Training opportunities for Adobe Creative Suite and Meta reporting tools are available.