



Job Title	<i>Print Shop Assistant</i>
Reports to	<i>Print Shop Manager</i>
Part-Time	<i>29 hours per week</i>

Job purpose

- To assist the Print Shop Manager in fulfilling the communication strategy of Lakes Church. This includes providing consistency in our various print media channels to help achieve the overall mission of Lakes Church. The mission of Lakes Church is one church, multiple locations on mission to glorify God by staying tethered to Christ through His Word, and reaching central Florida with the Gospel by turning members into missionaries. To work with the Print Shop Manager in the printing of all print material for all of our campuses. To assist the Print Shop Manager as needed in various ministries to communicate through print the Mission of Lakes Church. The Print Shop Assistant will be responsible to support the leadership of the Senior Pastor, collaborate with communications team members and ministry team leaders to accomplish day-to-day objectives.

Duties and responsibilities

- Print job finisher: cut, fold, staple, glue, stuff, laminate, crease, and bind.
- Lifting up to 25 pounds every now and then.
- Long periods of standing and or sitting while doing repetitious work.
- Computer work periodically
- Assist in preparing mail outs and occasionally taking it to the post office.
- Printing and trimming plotter posters

Qualifications

- A mature Christian faith and commitment to the Christian life.
- A servant's heart that desires to use media and print to share the Gospel of Jesus Christ with the world.
- A heart that is in line with the vision of Lakes Church.
- A mentality that aims to please and willing to help wherever needed.
- Self-starter mentality.
- Experience with Microsoft Word, Publisher and Excel are a must.
- Experience with Adobe InDesign and Photoshop are a plus, but not required.

Direct reports

The Print Shop Assistant works under the supervision of the Print Shop Manager and is accountable to the Executive Pastor, Associate Pastor, Senior Pastor and the Personnel Committee of this church.

Approved by:	
Date approved:	
Reviewed:	