



JOB DESCRIPTION

EMPLOYEE: Tim Hopkins

JOB TITLE: Print & Vendor Coordinator

BAYSIDE PURPOSE: To Reach people for Christ, Raise them to become followers of Christ and Release them into their God given purpose. We do this by Loving God, Loving Others, Enjoying Life, and Pursuing Excellence.

MINISTRY PURPOSE: To fulfill the vision of our lead pastor, and carry it out with excellence and consistency across all campuses.

BAYSIDE BIG 5: Teachable, Called, Hungry, Others Focused, Positive Attitude

POSITION GIFTINGS: _____, _____, _____

POSITION STATUS: Exempt Non-Exempt

WORK SCHEDULE: Full Time Monday - Friday, 40+ hours

REPORTS TO: Angie Moore

THIS POSITION SERVE: Creative Resourcing

PRIMARY RESPONSIBILITIES:

1. Ensure all print and artwork is in print ready format according to vendor standards. This includes double checking the designer print-ready checklist has been met and files can be sent to print.
2. Order with vendors for all Bayside Community Church creative resourcing and ministry departments needs clearly communicating with them the due date of arrival. This excludes ministries with their own creative department.
3. Consult with ministries with their own creative department as needed. This could include product recommendations, guidance on process, planning and formatting, as well as innovations and/or new vendor recommendations.
4. Quality control of all printed and delivered goods. Coordinating pick up for all orders for Ministry leads and campuses.
5. Facilitate ordering and provide guidance for installation of temporary signage, banners, decals for in house events. This will include pricing for professional installation and/or tutorial for ministry staff/volunteer installation of signage. When necessary, this position will train installers and/or provide written instructions for installation best practices.
6. Coordinate permanent signage for campuses, from exploration to execution. This could include site visits, measuring, and mock ups when necessary once official art has been designed. Work with Graphic Designers for designs, with Project Manager for timelines and processes, and facilitate professional installation by pricing, scheduling and coordinating with campus staff.



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7. Maintain healthy relationships with vendors. As the lead vendor representative, and a back-up to other ministries, this position will work to resolve issues with primary vendors, should they arise.
8. Research for creative projects. This allows to accumulate best avenue production time and cost structure.
9. Assist with Graphic Design, stepping in to make slight edits to recurring print pieces for creative and ministries... i.e date changes and minor graphic edits. This will include materials approved for spanish translation as well as Bayside devotionals, as necessary.
10. Collaborate with Creative Project Manager to schedule drop dead due dates the vendors require us to meet, in order to receive mass media and print in a timely manner.
11. Maintain inventory of weekend print deliverables (i.e. shirts, tithe envelopes, connect cards, etc.) When necessary, update all weekend hospitality staff with specifics surrounding church wide handouts
12. Assist with Ministry Resourcing administrative tasks by ordering paper for 3rd floor printer/copy machine.

SECONDARY RESPONSIBILITIES:

PERFORMANCE MEASURES: