



Open Position: Designer and Production Coordinator

Forward Movement is seeking a half-time Designer and Production Coordinator to join the team that delivers products and content to inspire disciples and empower evangelists. The Designer and Production Coordinator will collaborate with Forward Movement staff to develop new print and digital resources. This position reports to the to-be-hired Senior Director of Operations and also interacts with the editorial team, our marketing team, and our leadership team.

We seek an effective leader and team member who can help us develop and release materials to nurture spiritual growth in individuals and congregations. The ideal candidate will be detail oriented with a solutions-focused approach to challenges along the way. An entrepreneurial and playful spirit is essential.

Key Responsibilities and Tasks

1. Provides graphic design, in collaboration with others, for print and digital resources, including books, curricula, booklets, marketing materials, websites, and videos.
2. Prepares print materials for transmission to our printers, and work with printers through the production process until the materials are received into our warehouses.
3. Oversees the release and publication process for digital and online resources such as curricula, videos, and websites.
4. Shares in a collaborative, creative process to develop new content and repurpose and refresh existing resources.
5. Works with content developers and the marketing team in the design and production process.
6. Works closely with staff to ensure that projects are on time and of high quality.
7. Initiates and develops new resources that support the mission of Forward Movement.
8. Contributes to the total effectiveness of Forward Movement, communicating openly, solving problems proactively, offering creative ideas, and working as a positive, engaged team member. Laughs!
9. Performs related work as required.

This is a half-time position with the potential to grow into full-time by mutual agreement. Work based in our Cincinnati office is strongly preferred, but we will consider ideal candidates to work remotely. Familiarity with Adobe InDesign is required; experience with other digital content-creation tools, such as video and audio editing, would be helpful. Some travel may be required. Working with strategic plans for the organization will require existing knowledge of, or a willingness to learn and adapt to, the historical context and current needs of the Episcopal Church and the Christian faith.

Written and oral fluency in English is required. Fluency in a second language, especially Spanish, would be ideal.

Inspiring disciples and empowering evangelists worldwide every day since 1935, Forward Movement produces excellent, innovative resources to encourage spiritual growth in individuals and congregations. Our flagship offering is *Forward Day by Day*, a quarterly devotional with a circulation of over 200,000. Forward Movement is a non-profit ministry of The Episcopal Church and is headquartered in Cincinnati, Ohio.

In its hiring and employment practices, Forward Movement does not discriminate based on race, color, ethnic origin, national origin, marital status, sex, sexual orientation, gender identity and expression, disabilities, or age.

Salary will be commensurate with experience. Forward Movement offers a full package of benefits.

Email resume and cover letter by April 15, 2025 to Ms. Tania Jones at jobs@forwardmovement.org.

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