

Open Position Report

NEW LIFE CHRISTIAN FELLOWSHIP (7864)

Position	Supervisor	Full-Time /Part-time	Opened Date	Notes
Graphic / Print Designer	G Wilkes and J Pacacha	FT	2/12/2025	<p>We are looking for a creative individual to join our in-house design and marketing team. This person would be directly involved in the development and execution of marketing and branding initiatives across various ministries throughout New Life. The ideal candidate is a forward thinker who is aware of current trends and has excellent verbal and written communication skills.</p> <p>Candidates must be fully proficient with the skills and understanding of the following, including but not limited to: Adobe Photoshop, Adobe Illustrator, Creative Suite, Microsoft Office, and All Social Media Platforms. Prior experience working on a wide range of marketing functions including branding, communications, advertising, email marketing, digital marketing, website, content creation is a plus.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none">• Create visually appealing promotional materials to implement across print, video, social, email, etc., for New Life and its departmental ministries.• Design for print, video display, social media and web as needed.• Produce major publications and church wide promotional pieces.• Create logos/artwork for promotional items, series graphics, apparel, branding, and other print or digital work.• Manage and maintain project deadlines.• Take photographs for use in print and online materials and maintain a photo library for future use• Possibly assist in the Production Room for presentation needs during regular services, conferences, and special meetings.• Work with the team during special events and as needed for churchwide events. <p>Qualifications:</p> <ul style="list-style-type: none">• One to two years of relevant graphic design experience or degree in Graphic Design or related degree• Provide a link to your portfolio of work on your resume• Thorough knowledge of Adobe Creative Cloud- Photoshop, Illustrator, InDesign in a Mac or PC environment• Must have an eye for accuracy, detail and aesthetics• Capacity to multi-task while meeting deadlines• Must be able to work within a team, including pastors and leaders on design elements

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Position	Supervisor	Full-Time /Part-time	Opened Date	Notes
Middle School History Teacher	McGlohorn, Amy	Full-Time	2/12/2025	<p>Under limited supervision, plans, provides, coordinates History/Social Science courses designed to provide students with an understanding of the historical context with a Biblical worldview.</p> <p>The teacher is expected to provide a supportive learning environment that encourages students in lifelong learning. The teacher plans effective lessons that include components including direct instruction, technology integration, small group instruction, and differentiation. Has knowledge and understanding of state standards and how to unpack the standards to teach students the learning goals and objectives. Uses different types of assessment to gain understanding of student strengths and weaknesses and uses this data to plan for instruction. Provides differentiated instruction for students based on individual formative assessments.</p> <p>Collaborate with the teachers in the History department regarding vertical alignment of curriculum. Teachers must have strong speaking and listening skills. In addition to students, they interact and partner with parents, other teachers and school administrators. Reports to assigned Principal.</p> <p>Specific Duties and Job Functions</p> <ul style="list-style-type: none">• implements History curriculum with a Biblical Worldview• Communicate with students and parents about classroom expectations• Assesses students based on skills, standards, and classroom activities• Works with students and families to plan for brief academic accommodations due to injury or illness• Consults with school counselors, principals, teachers, and essential personnel on cases as necessary• Takes an active role in promoting the mission of Providence School• Ensure grades are kept up to date and accurate• Coordinates special events, projects or programs assigned• Has good oral and written communication skills <p>Requirements:</p> <ul style="list-style-type: none">• Holds or is eligible for a Professional Teaching Certificate from the State of Florida• Is eligible or holds ACSI Certification• Agrees with the Statement of Faith of Providence School• Has experience or training commensurate with job responsibilities• This position may require the teacher to coach two sports
Upper School Art Teacher	Gray, Michael	Full-Time	2/12/2025	<p>We are looking for a creative individual to join our in-house design and marketing team. This person would be directly involved in the development and execution of marketing and branding initiatives across various ministries throughout New Life. The ideal candidate is a forward thinker who is aware of current trends and has excellent verbal and written communication skills.</p> <p>Candidates must be fully proficient with the skills and understanding of the following, including but not limited to: Adobe Photoshop, Adobe Illustrator, Creative Suite, Microsoft Office, and All Social Media Platforms. Prior experience working on a wide range of marketing functions including branding, communications, advertising, email marketing, digital marketing, website, content creation is a plus.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none">• Create visually appealing promotional materials to implement across print, video, social, email, etc., for New Life and its departmental ministries.• Design for print, video display, social media and web as needed.• Produce major publications and church wide promotional pieces.

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- Create logos/artwork for promotional items, series graphics, apparel, branding, and other print or digital work.
- Manage and maintain project deadlines.
- Take photographs for use in print and online materials and maintain a photo library for future use
- Possibly assist in the Production Room for presentation needs during regular services, conferences, and special meetings.
- Work with the team during special events and as needed for churchwide events.

Qualifications:

- One to two years of relevant graphic design experience or degree in Graphic Design or related degree
- Provide a link to your portfolio of work on your resume
- Thorough knowledge of Adobe Creative Cloud- Photoshop, Illustrator, InDesign in a Mac or PC environment
- Must have an eye for accuracy, detail and aesthetics
- Capacity to multi-task while meeting deadlines
- Must be able to work within a team, including pastors and leaders on design elements

Extended Day Employee	Varnadore, Laura	Part-Time	5/17/2024	<p>For 2024-2025 School Year</p> <p>Providence School Extended Day program is looking for Extended Day Assistants to assist in after school care for the upcoming school year. Hours are from 3:00-6:00pm Monday – Friday but the hours are flexible and competitive hourly rates are available to qualified candidates. Childcare experience and genuine love for children required.</p>
Substitute Teacher	Mills, C DeShuan	Part-Time	5/17/2024	<p>For 2024-2025 School Year</p> <p>Sub Positions are Temporary (as needed) for the upcoming school year</p> <p>Education Required: College degree preferred</p> <ul style="list-style-type: none">• Create and implement lesson plans with or without teacher input depending on the school's expectations.• A love for students and learning• Manage the students effectively and safely.• Assign, collect, and grade assignments.• Administer school academic requirements as instructed.• When necessary, ability to attend parent-teacher conferences.• Level II background screening and church affiliation
Pre-School Teacher Assistant	Benson, Lori-Ann	Part-Time	5/17/2024	<p>Providence Preschool, part-time morning and afternoon teacher assistants are needed. Assistant teachers work closely with the Lead Teacher in the classroom to ensure a safe and loving environment for the children in their care. A Teacher Assistant must be a high school graduate with a strong, active Christian faith. Previous preschool experience is preferred but not required. In addition, candidates must have or obtain 45 hours of Childcare Training and be willing to obtain additional education requirements of the position.</p>