



JOB TITLE: **GRAPHIC DESIGNER**

REPORTS TO: Director of Communications

JOB PURPOSE: To serve our ministries by creating graphics that visually and artistically illustrate concepts and ideas in a clear, original and memorable way and also to create and update communication pieces including but not limited to marketing materials, curriculum, website graphics and campus signs.

THE IDEAL EMPLOYEE WILL:

- Desire to grow in their personal relationship with Jesus Christ
- Possess a servant's heart with a personal desire to use gifts, abilities and experiences to serve the Lord and others
- Be teachable and have the willingness to grow and improve themselves and skills
- Have integrity, be able to be trusted and maintain confidentiality when necessary and demonstrate consistent Christian character
- Be self-motivated to do his or her best to the glory of God in each task or responsibility
- Be committed to the Core Values and Statement of Faith of Grace Covenant Church
- Seek peace in relationships and apply peacemaking principles to resolve conflicts
- Display a kindness and willingness to help others

COMPETENCIES:

- Experience managing multiple projects with varying and moving deadlines
- Organizational skills to keep track of details and get back on track when interrupted
- Ability to self-manage workload and relationships to effectively accomplish priorities
- Ability to serve multiple clients by tending to big projects and small details
- A deep understanding of current design trends and how various styles can be leveraged for effective visual communication
- Strong communication skills to clearly and succinctly communicate in a visual and written format
- Ability to maintain poise, patience and effectiveness when faced with change, opposition or interruption
- Demonstrated mastery with Illustrator, Photoshop and InDesign with Illustrator being the most important program with which to have expertise (other Adobe Creative Suite experience is a bonus but not necessary)
- Two or more years working in as a professional graphic designer or in a related role
- A strong and varied design portfolio
- A bachelor's degree in graphic design, communication design, visual communications,

multimedia design, advertising design or a related field

- A working knowledge of Microsoft Office programs (Word, Excel, Outlook and PowerPoint) and Keynote
- Experience with WordPress or video creating and editing are a bonus but not necessary

DUTIES AND RESPONSIBILITIES:

- Collaborate with the Director of Communications to maintain brand standards and overall organizational image through graphic design
- Meet regularly with ministries and the Communications Team to assess design needs and develop effective communication and marketing plans for events and programs
- Participate in Worship Planning Team meetings when sermon graphics are being discussed
- Work alongside Print Production & Website Specialist and the Director of Communications to develop designs and layouts for other communications needs including but not limited to: logos, web graphics, youth camp graphics, signs, postcards, bulletin inserts, special slides, campus signs, booklets, curriculum and banners
- Update graphics for current ministry seasons and needs
- Create and suggest Keynote and PPT presentation fonts and graphics for teachers in various ministry areas
- *Other duties as assigned*

JOB STATUS:

- Full-time (40 hours per week) with benefits
- Non-exempt

Please apply by sending a cover letter, resume and portfolio link to jobs@grace360.org.