



**JOB TITLE:**           **GRAPHIC DESIGNER**

**REPORTS TO:**        Director of Communications

**JOB PURPOSE:** To serve our ministries by creating logos and graphics that visually and artistically illustrate concepts and ideas in a clear, original and memorable way.

**DUTIES AND RESPONSIBILITIES:**

- Collaborate with the Director of Communications to maintain brand standards & overall organizational image through graphic design
- Meet regularly with ministries alongside Director of Communications to assess design needs and develop effective marketing plans for various events
- Accompany Director of Communications to Worship Planning if design expertise is needed
- Work with the Senior Pastor and Director of Communications to develop new graphics for each sermon series
- Work alongside Print Production & Website Specialist and the Director of Communications to develop designs and layouts for other communications needs (i.e. new ministries & events) including but not limited to:
  - Logos, web graphics, youth camp graphics, signs, postcards, bulletin inserts, special slides, campus signs and banners
- Make periodic updates to website and social media
- *Other duties as assigned*

**THE IDEAL EMPLOYEE WILL:**

- Display the ability to creatively communicate concepts and ideas in a beautiful, artistic and original way
- Keep up with current design trends
- Possess strong communication skills to clearly and succinctly communicate in both a visual and written format
- Maintain systems to organize time use and resources
- Produce high-quality work in a fast-paced environment and maintain effectiveness when faced with change, opposition or emergencies
- Be a team player and work well with others in the Communication Department
- Embrace a willingness to help others in a caring manner and accurately assess and anticipate their needs
- Possess a commitment to personal growth and reflection
- Desire to use talents, time and abilities to serve the Lord

**QUALIFICATIONS:**

- A graphic design background with accompanying portfolio
- A mastery of Adobe Creative Suite, especially Illustrator, Photoshop and InDesign, as well as a working knowledge of WordPress, HTML and CSS
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church

**JOB STATUS:**

- Full-time with benefits
- Exempt