

Faithbridge Church



POSITION
DESCRIPTION

Position Assignment:

- **Title:** Graphic Designer
- **Staff Grade:** Full time (40 hours per week, Salary, Exempt)
- **Accountability:** Communications Director
- **Ministry/Dept.:** Communications

Summary of Position:

The Graphic Designer is responsible for creating graphics and design layouts of print and digital communication for all campuses. The Communications Team consists of the Communications Director and the Graphic Designers, Event Coordinators, Senior Media Producer, Media Producer, Project Manager, and Social Media Coordinator.

Purpose:

To provide high quality and excellent service, with the right heart attitude, offering support to all ministries. In doing so, the mission and vision of Faithbridge can be carried out at all times.

Duties & Responsibilities:

Work within church branding guidelines in the production of church wide communications across a variety of media, including but not limited to:

1. Leading creation, layout, and distribution of weekly bulletin, signage, booklets, sustaining print pieces, and other communications material
2. Ensure constancy in tone and branding content for related pieces across various media
3. Create web visual content, mobile app and social media posts
4. Produce web news graphics, blog graphics, or other compelling pieces to illustrate Faithbridge stories
5. Develop direct mail piece artwork and other print and electronic promotion for upcoming events
6. Ensure appropriate communication integration into Sunday program development
7. Coordinating with the print room staff to ensure timely completion and distribution of print needs

This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.

Skills and Educational Requirements:

- 3+ years of experience with Photoshop, In Design, Illustrator, and After Effects
- Proficient in CSS & HTML
- Working proficiency of website content management and social media.
- Ability to communicate effectively both verbally and in writing.

- Able to meet regular deadlines while prioritizing and completing unscheduled work.
- Ability to create print and web art ready for digital and print publication
- College degree preferred.
- Easily brainstorms with team members

Organization Relationship:

This position shall be directly accountable to the Communication Director, Executive Worship & Communications Pastor and through the Executive Worship & Communications Pastor to the Senior Pastor. This position will have contact primarily with paid staff and volunteers, and the church congregation.

Working Conditions:

Position is approximately 40 hours per week. Regular working days Monday -Friday. Odd hours and alternate comp days may need to be arranged with supervisor on a case-by-case basis. Along with some pre-approved Sunday, evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

Needed Attributes:

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name