



LIFE CHURCH JOB DESCRIPTION

Employee:	Hours: Part-time (Up to 20 hours per week)
Hire Date:	Department: Communications
Job Title: Graphic Designer	Director: Associate Pastor
Employee Status: Non-exempt	Direct Supervisor: Senior Graphic Designer

Position Overview:

This position is for an innovative, forward-thinking, and accomplished layout/design artist who creatively and collaboratively translates ideas and concepts into consistently powerful and engaging visual expressions for print and digital platforms. This position will assist the Senior Graphic Designer in helping to create a unified look and style for the church that, as a body, can resonate.

Experience and Knowledge Required:

- College degree in graphic design/communications-related area or equivalent experience
- Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop, etc.) and the ability to work on Mac and PC platforms (Word/Pages, Excel/Numbers, PowerPoint/Keynote)
- Knowledge of advanced printing techniques and document setup. Including safe area, bleed, adding trim marks, adjust settings of color, double-sided printing, folded brochures, and booklets
- Strong design, verbal, and written skills
- Must be able to learn and retain new skills and computer software and databases
- Must be collaborative and creative, show design initiative and innovation, be able to meet deadlines, have good communication skills (verbal and written), and have a keen eye for detail and editorial/visual design care
- A positive attitude and poise under pressure or changing deadlines
- Discretion with confidential matters
- Ability to positively interact with others
- Ability to effectively send and receive communication

Essential Functions and Responsibilities:

- Assist Senior Graphic Designer
 - Graphic design and layout for digital and print internal church-wide weekly, ongoing, monthly, and seasonal marketing deliverables, including announcement inserts, logos, Life Group Booklet, annual church events, etc.
 - Graphic design and layout for digital and print external marketing deliverables, including advertisements, signage, billboards, banners, social media, brochures, and flyers
 - Help review, proof, and edit content for layout
 - Assist with organization and inputting receipts into Financial Software

- Set up documents using printing software to include all the necessary settings such as: color modifications, double-sided printing, multiple to a page, folded for brochures and booklets
- Professional representation of Life Church in all-areas
- Passion for Life Church's mission, vision, and core values

Other Duties and Responsibilities:

- Perform other related duties or tasks as assigned by direct supervisor or senior pastor