

## Faithbridge Church

### Position Description

Title: Graphic Designer (Print & Web)  
Recruited By: Communications Manager  
Staff Grade: Full-time (40 hrs/wk), Hourly, Non-exempt  
Accountability: Reports to Communications Manager  
Ministry: Worship & Communications

Summary of Position: This position will be responsible for creating graphics and design layouts of print and digital communication for all campuses.

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:

- Develop and implement a strategic communications plan, along with the Communication Manager.
  - Creation, layout and distribution of weekly bulletin, sustaining print pieces, and other communications materials.
  - Ensure constancy in tone and branding content for related pieces across various media.
  - Create web visual content, mobile app and social media posts.
  - Produce web news graphics, blog graphics, or other compelling pieces to illustrate Faithbridge stories.
  - Develop direct mail piece artwork and other print and electronic promotion for upcoming events.
  - Ensure appropriate communication integration into Sunday program development.
-

*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 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 Manager, Worship & Communication Pastor and through the Executive 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.

Needed Attributes:

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