

JOB DESCRIPTION

POSITION TITLE: GRAPHIC DESIGNER

REPORTS TO: DIRECTOR OF COMMUNICATIONS

DEPARTMENT: COMMUNICATION/MEDIA/WORSHIP

EXEMPTION STATUS: EXEMPT NON-EXEMPT (HR DETERMINES)

PAY GRADE: <<ENTER NUMERICAL >>

SUMMARY OF POSITION

Administrate, develop and produce printed and digital designs for First Baptist Concord and it's ministries. Works with the Director of Communication and other staff to brainstorm, create and implement designs for events, projects and other communications needs – including needs for web, social media, print, digital and outside communication purposes.

The Graphic Designer works closely with the Director of Communication and the Communication Team to ensure and oversee immediate and long-term implementations of the Concord brand.

ESSENTIAL JOB FUNCTIONS

1. Design Printed and Digital Works for First Baptist Concord and it's ministries
 - a. Meets with ministries to brainstorm ideas for their ministry needs
 - b. Creates works of art to help communicate events, ministries and the over-all look and feel for First Baptist Concord
 - c. Creates design packages which include varying materials for each event to be used in a multitude of media outlets
 - d. Brings excellence to all they do and is constantly striving to create new and fresh ideas and designs...not just copying designs seen in outside media
2. Design and Brand Management
 - a. Helps the Communication Team and the Director of Communication oversee and implement the Concord brand as a whole
 - b. Ensures that all designs that leave this office have clarity of message and keep the Concord brand
3. Communication Team Member
 - a. Plays a vital part of the Communication team – including being a part of brainstorming meetings, set designs, worship events and marketing ideas

- b. Works not only with the Communication Team, but also brings creativity to other teams and ministries of First Baptist Concord

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in graphic design or visual communication or similar field
- At least two to three years of experience in the design field
- Design portfolio showcasing design experience necessary for this position

KNOWLEDGE OR SKILL REQUIREMENTS

- A heart for the church, has a growing relationship with Christ and has a passion for design
- Proficient in Adobe CC
 - Illustrator
 - InDesign
 - Photoshop
- Knowledgeable in Microsoft Office
- Organized yet creative
- Able to work in a fast-paced environment with multiple projects going on at the same time
- Creative thinker and highly productive
- Will see projects through from the beginning to the end
- Must have patience!
- Committed to improvement, seeks out new possibilities for design, accepts constructive criticism
- Must be able to have FUN in this job!

PHYSICAL JOB REQUIREMENTS

Typically a five-day work week, with some irregular hours, primarily in an office environment

DISCLAIMER

This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.

Approved By

Date

Employee Signature

Date