

GRAPHIC DESIGNER

ONE
CHURCH

Department	Communications
Accountable To	Communications Director
Position Type	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Contract (SZNa) <input type="checkbox"/> Part Time <input type="checkbox"/> Internship
Schedule	Sun - Thurs / Minimum of 40 Hrs - In Person
Primary Benefits	<input checked="" type="checkbox"/> Health, vision, and dental insurance. <input checked="" type="checkbox"/> 403B Retirement Fund Access <input checked="" type="checkbox"/> PTO Accrual

+ Role Overview

The One Church Communications Team is looking for a highly-skilled graphic designer who knows how to work well with all kinds of people, has great communication skills, and is self-motivated. This role is responsible for a variety of print, digital media, and web projects at various stages of a project's life cycle, including conceptualization, design, production, and delivery for our ministry departments. This is a full-time, in-person position requiring weekday and weekend availability to accommodate our weekend services.

+ Role Responsibilities

- Utilize computer graphic design applications to produce graphics for use on our website, social media, video, in-service elements, and print use.
- Assist with content development and design support for projects.
- Collaborate with Marketing, Social Media, Graphic, and Video teams for content ideation and creation.
- Help to build a weekend servant leader, graphic design team.
- Assist with Creative graphic and video design projects as needed.
- Actively seeks opportunities for relevant design inspiration and welcomes feedback.
- Execute projects in a timely manner with fresh, creative ideas.
- Collaborate on photo shoots & promotional material.
- Support all church ministries with graphic needs and requests for various events, initiatives and updates.

+ Role Proficiencies

- Asana (or similar project management systems)
- Google Suite (Docs, Forms, Sheets, Drive, Slides Calendar, Gmail)
- Gusto (or other HR management system)
- Planning Center (or other church management system)
- Canva

+ Top 3 Job Duties

- **Departmental Graphic Support**
 - Serve our One Church departments and ministries with graphic support and needs such as playbook design, onboarding documents, event graphics, and prints.
- **One Church Brand Direction and Upkeep**
 - Maintain and upkeep the One Church brand through seasonal refreshes, environmental design, in service elements and website graphics needs.
 - Design Sermon Series graphics for each series throughout the year - includes LED wall design, YouTube thumbnails and social media graphics.
- **Event Design & Branding**
 - Support events team through visual direction, event brand kits, invites, mood boards, social media graphics, and miscellaneous event graphic needs (i.e. Easter, Women's Night, Christmas, Summer Series)

+ Other Responsibilities

- Have the ability to communicate effectively and promptly, both verbally and in writing.
- Utilize task management software effectively.
- Be proficient with Adobe Creative Suite (Adobe Photoshop, Illustrator, Indesign, etc.).
- Be proficient with Google Suite (Docs, Sheets, Drive, etc.)
- Have an attitude of continuous learning and mastering design craft.
- Have the ability to work within a highly collaborative environment and receive feedback well.

+ Personal Responsibilities

- Model a missional lifestyle, being involved in the community, seeking out relationships with those who do not know Christ.
- Be above reproach in personal conduct and on social media, exhibiting a lifestyle consistent with the scriptures as a follower of Jesus and a representative of One Church.
- Maintain a growing walk with the Lord through consistent prayer and the study of scripture
- Be a faithful steward of your finances (including tithes and offerings)
- Strive for excellence in all you do
- Exemplifies One Churches' Core Values and Behaviors:
 - Values: Adventure, Collaboration, Multiplication, Change, Involvement, Alignment, and Diversity
 - Behaviors: Honest Evaluation, Missional Commitment, Selfless Generosity and Genuine Affirmation

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by those assigned to this ministry description. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.