

# JOB DESCRIPTION

## DESIGNER

CAMPUS: BATH



**Ministry Area:** Communications

**Ministry Position:** Graphic and Visual Communication Designer

**Time commitment:** 40 hours per week, full-time salary, exempt status

**Report to:** Leigh Ann Hradil, Director of Operations

### Position Overview:

This position will develop graphics and visual communication pieces for Grace Church events at the Bath Campus. The role includes working with other departments to equip them for effective communications as well as building volunteer teams.

The Graphic and Visual Communication Designer reports directly to the Director of Ministry Operations and works closely under the direction the Grace Church Branding Director.

### Essential Job Functions

- Develop the design of Bath Campus print and web channels to meet the overall goals of the pastoral staff and their ministries.
- Create graphic content for most Bath Campus communications.
- Building and working with volunteer to create effective teams for current and new communications efforts.
- Engaging and training staff members on various design tools. (InDesign, Photoshop, Canva, etc.)
- Creation of weekly and promotional event materials.
- Stay up-to-date on current communication strategies and trends to implement them when relevant for Grace keeping focus on the target audience for weekend service, the 24 year old.
- Working with the communications team directly for marketing and social media.
- All other duties, as assigned.

### Technical Requirements

- Extensive Experience in the Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere, After Effects).
- Bachelor Degree in Graphic Design and/or comparable experience.
- Working knowledge of web and print design and brand development.
- Working knowledge of video production.
- Ability to communicate/lead volunteers through the creative process.
- Ability to manage projects.
- Familiarity working within current methods of communication.

**Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

**General Requirements**

- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the Discovery Classes of Grace Church.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Will agree to perform other duties as required in a spirit of servitude.

**Measured By**

- 30-60-90 day and annual Review by the Director of Operations.
- Input from staff and volunteers.