



GRACE CHURCH JOB DESCRIPTION

Title:	Graphic and Visual Communication Designer
Campus / Job Location:	Bath Campus
Time Commitment:	25 Hours Per Week
Classification:	Part-Time Salary, Non-Exempt
Reports to:	Ede Bittle, Creative Director

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.

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

Essential Job Functions –

- Graphics and Visual Communication
 - 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.
 - Create digital content for social media.
 - 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.
- As a part of the communication team, collaborate on marketing and social media projects.
- Engaging and training staff members on various design tools. (InDesign, Photoshop, Canva, etc.)

Technical Requirements

- Extensive Experience in the Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere, After Effects).
- Bachelor's 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.



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General Requirements

- A committed and faithful attendee of the Grace Church campus of which you are employed.
- Adheres to and supports 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 campus introduction classes within the first six months of hire.
- Has a teachable spirit and servant’s heart (Philippians 2:1-11).
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always concerned about the spiritual welfare of others. (I John 5:14)
- Growing in faith as a believer in Christ (2 Peter 1:5-11). Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Is a good steward of the Lord’s money; uses time and resources wisely with the giver’s sacrifice in mind (2 Corinthians 8).
- Will serve teammates and the whole of Grace Church sacrificially as part of one united team, serving together.
- Handles confidential matters and material with integrity and an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in computer skills that include the programs of Microsoft Office; willing to learn in-house management systems.

Have you read the Job Description? _____

Do you understand the Job Description? _____

Can you perform the essential functions of the Job Description with or without reasonable accommodation? _____

I have read, understand, and agree with Grace Church’s Statement of Faith. _____

I understand this is not an official offer of employment. The formal offer of employment will be extended when a Compensation Agreement is presented and signed. _____

Print Name

Signature

Date