

**Job Title: Graphic Designer****Reports to: Manager, Communications****Employment Status: Full-time (40 hours)****Compensation Basis: Exempt****Staff Classification: Non-ministerial**

**Job Purpose:** Champion the mission and vision of Grace Bible Church through the development of eye-catching and thoughtful visual media that serves the requested needs of ministry departments, campuses, and the church overall.

**Duties**

- Develop original, creative, and effective design solutions that connect with their target audience in response to communication requests while maintaining and championing Grace's brand across all communications channels
  - Sermon series graphics
  - Event promotions
  - Curriculum (design and publishing)
  - Logos
  - Ministry branding
- Incorporate client edits and strategic feedback from leadership with positivity, flexibility, and efficiency
- Help integrate ministry messages into main communication channels
  - Website, social media, stage displays, and newsletters
  - Coach ministry departments to execute messages in their own channels with excellence (setting up canva and newsletter templates)
- Annually sharpen brand guide and ensure internal accessibility
- Coordinate with outside vendors, as needed
  - Merchandise
  - Prints
  - Signage
  - Freelance graphic designers

*Other duties, as assigned*

**Qualifications:**

- A committed and growing Christian in a strong relationship with a local Bible-teaching church
- Bachelor's Degree or equivalent combination of education and experience
- Minimum 4 years (2 years full-time) experience in this/related field strongly preferred
- A passion for support and service with a teachable spirit
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence
- Developing leadership abilities with a teachable spirit, including ability to mentor and train less experienced staff and ministry leaders

- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks, projects and priorities with excellence, independently as well as in a team context
- Ability to oversee others and delegate tasks effectively
- Effective interpersonal, relational and communication (written and verbal) skills
- Supportive of the Constitution, Doctrinal Statement, Mission, Values, and Vision

*Professional qualifications:*

- Technical skills and expertise in Adobe Creative Cloud are required, specifically Illustrator, InDesign, Photoshop, and Acrobat
- Experience in professional/organizational social media use
- Enjoys engaging in relevant media, researching trends, and trying new things (social media, design, church communications)
- Ability to simply and clearly communicate (in written and verbal forms) with confidence to interact and exchange ideas with entire staff

*See GBC Human Resources Manual for further information.  
Revised April 2021*