Faithbridge Church

POSITION DESCRIPTION

Position Assignment:

- **Title:** Senior Graphic Designer
- **Staff Grade:** Full time (40 hours per week, Salary, Exempt)
- **Accountability:** Lead Communications Director
- **Ministry/Dept.:** Communications

Summary of Position: The Senior Graphic Designer is responsible for creating graphics and design layouts for print and digital communication for all campuses and provides creative direction and mentorship to junior designers. The Communications Team consists of the Communications Director, Graphic Designers, Event Coordinators, Senior Media Producer, Media Producer, Project Manager, and Social Media Coordinator.

Purpose: To provide high quality and excellent service, with the right heart attitude, offering support to all ministries. In doing so, the mission and vision of Faithbridge can be carried out at all times.

Duties & Responsibilities:

Work within church branding guidelines in the production of church wide communications across a variety of media, including but not limited to:

1. Lead the creation, layout, and distribution of the weekly bulletin, signage, booklets, sustaining print pieces, and other communications materials
2. Provide creative direction, guidance, and constructive feedback to junior designers
3. Mentor and help develop junior designers' skills, workflow, and design thinking
4. Review design work for quality, consistency, and brand alignment before it goes out
5. Help set and maintain design standards, templates, and best practices for the team
6. Ensure consistency in tone and branding across related pieces in all media
7. Create web visual content, mobile app graphics, and social media posts
8. Produce web news graphics, blog graphics, and other compelling pieces that illustrate Faithbridge stories
9. Develop direct mail artwork and other print and digital promotion for upcoming events
10. Ensure appropriate communication integration into Sunday program development
11. Coordinate with print room staff to ensure timely completion and distribution of print needs

This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.

Skills and Educational Requirements:

- 5+ years of experience with Photoshop, InDesign, Illustrator, and After Effects (a plus)
- Experience leading, mentoring, or giving creative direction to other designers
- Working proficiency in website content management and social media
- Ability to communicate effectively, both verbally and in writing, including giving clear and encouraging feedback
- Able to meet regular deadlines while prioritizing and completing unscheduled work
- Ability to create print and web art ready for digital and print publication
- College degree or equivalent experience preferred
- Easily brainstorms with team members

Organization Relationship:

This position shall be directly accountable to the Communication Director, Executive Worship & Communications Pastor and through the Executive Worship & Communications Pastor to the Senior Pastor. This position will provide direction to junior designers and will have contact primarily with paid staff, volunteers, and the church congregation.

Working Conditions:

Position is approximately 40 hours per week. Regular working days Monday -Friday. Odd hours and alternate comp days may need to be arranged with supervisor on a case-by-case basis. Along with some pre-approved Sunday evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

Needed Attributes:

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

_____ _____

Employee's Signature Date

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Print Name