THE SHEPHERD'S CHURCH

POSITION TITLE: Full-time Graphic Designer

REPORTS TO: Communications Director

SCHEDULE: 40 hrs./week, Monday-Friday in Office

Overview

The Graphic Designer uses creative and artistic abilities to communicate important ideas, messaging, events, and branding needs visually through color, composition, images, graphics, typography, etc., as assigned and managed by the Communications Director. The Graphic Designer will interact with a variety of ministries, pastors, professors, and other team members as they support the ministries of our church and ministry partners.

KEY RESPONSIBILITIES

- Create and design various materials for print and digital media
- Ensure projects are completed with high quality and on schedule
- Prioritize and manage multiple projects within design specifications and budget restrictions
- Work with a wide range of media and use graphic design software
- Collaborate with the rest of the Communications Team to meet deadlines
- Assist the team to meet deadlines as well as participate in all-staff events and service projects
- Stay up-to-date with industry trends and best practices to continuously improve design output

QUALIFICATIONS

- Bachelor's degree in graphic arts, design, communications, or related field
- 1-3 years of experience in graphic design
- Intermediate to advanced knowledge of layout design principles, color theory, typography, pre-press printing specs, large-format printing specs, and digital design specs
- Intermediate to advanced knowledge of Adobe Creative Suite, with emphasis in Photoshop, Illustrator, and InDesign
- Basic knowledge of Microsoft Office—Word, Excel and PowerPoint
- Compelling portfolio of work accross a wide range of creative projects, including logo design, mailers, ads, flyers, social media posts, signage, and handouts.
- Strong organization and project management skills with attention to detail
- Excellent communication and collaboration skills

- Comfortable working on macOS

ADDITIONAL EXPERIENCE AND SKILLS

- Experience in church or nonprofit media production
- Photography Skills
- Digital/social media and web design experience