



JOB DESCRIPTION

Title: Graphic Designer	Status Category:
Departments: Communications	Staff Category: Full-Time
Supervisor: Vinny Cesar	Administrative Pay Method: Hourly
Work Hours: 40 hours weekly	Job Description Updated: 5/17/2022

POSITION SUMMARY

Community Christian Church (Community) is a vibrant and growing church called to impact our world with the love and message of Jesus Christ. To apply, you must be a believer in the Lord Jesus Christ, have a heart for ministry, desire to see God's kingdom advance, and be committed to making Community your church home, the place where you worship and serve.

The Graphic Designer will work closely with the Director of Communications, Pastoral Team, and staff. He or she must present a **portfolio at the time of application** and be able to conceptualize visions and ideas to effectively produce digital, web, print, and social media promotional materials. He or she will be responsible for taking assigned tasks and creatively executing strategies for use on multiple platforms.

JOB RESPONSIBILITIES

Weekly responsibilities:

- Create high-quality church-wide graphics and visuals for digital, web, print, and social media
- Brand design for events and marketing (posters, slides, banners, brochures, flyers, etc.)
- Work with staff and Pastoral team to take design visions and turn them into a reality
- Offer expert advice for proper marketing and design choices
- Regularly update and maintain the website, social media, and Church App



Skills & Abilities:

- High level of creative thinking and execution
- Always thinking of innovative ways to raise the bar and take designs and ideas to the next level
- Ability to translate ideas and concepts into creative visuals for print and online
- Can properly and effectively create content for use in multiple formats
- Understands and is knowledgeable about the graphic standards for print and digital
- Has a keen eye for the latest trends in graphic design
- Attention to detail in design
- Must be able to work independently to meet deadlines
- Proven experience working in a creative team environment to conceptualize ideas
- Proficient in Adobe Creative Suite – Photoshop/Illustrator/InDesign
- Photography/Video experience a plus

EDUCATION

- The Graphic Designer should have 2 years of experience creating and designing marketing materials in a related field. A degree, certificate, or college coursework in a related field is a plus.

EMPLOYMENT AT-WILL

All employees of CCC are at will, as such, are free to resign at any time without reason. CCC likewise retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor, or employee of Community has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at will.



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 my job as is outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks.

It is required that all Community staff members are in agreement with the vision, values, and Statement of Faith of Community and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook. Those who serve the Lord at Community are expected to embrace a high biblical standard of personal conduct and lifestyle, both public and personal.

Employee Signature: _____ Date Signed: _____

Supervisor Signature: _____ Date Signed: _____