



Summary

Job Title

Graphic Designer

Department

Ministry

Located in Loudoun County, Community Church exists to help people live life better by winning increasing numbers of people to Christ and his church. We summarize this mission as **Meet God**, **Meet Friends**, and **Live Life Better**. These three core initiatives drive everything we do!

This role supports the hub that guides the brand of Community Church's business and ministry areas and ensures a quality spiritual experience for the congregation.

- Please send resume and link to online portfolio
- Position is in-house with work hours Sunday - Thursday

Key Responsibilities

RESULTS

Project Management

40%

- Provide a creative presence for respective department planning meetings and properly communicate vision throughout the project inception, providing multiple concepts as needed
- Work closely with Creative Arts Project Manager to ensure projects are completed within deadlines set.
- Prioritize day-to-day projects based on direction provided by Creative Arts Director
- Designs art and copy layouts for ad order and specs requested.
- Produce all graphic arts needed (posters, brochures and flyers, announcements, special events, Church interior and exterior signage, website graphics, advertisements & publications, social media and banners)
- Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space and aesthetic design concepts
- Provides direction to maintain and advance the culture of the Community Church
- Maintains graphics library
- Serve as advisor on graphic and web-related issues.
- Other duties as assigned Special Event graphics; Guest Speaker Introduction Graphics; T-shirt design; Letterhead; Logos/branding; Holiday and or recognition graphics; Banquet graphics; PowerPoint templates; Website redesign mockups; Set design graphics; Postcard graphics; Offering envelope design; Business Cards (This list is not all-encompassing of all additional responsibilities that may be assigned.)

Leadership and Strategy **30%**

- Understand with complete clarity the mission and direction of the creative arts division and communicate it throughout the organization.
- Keep Creative Arts Project Manager informed on all pertinent issues curbing surprised.
- Pray and meet regularly with Creative Arts Project Manager to advance the objectives of the division.
- Collaborate with Creative Arts team to problem solve and consistently advance capabilities.
- Champion the brand and ethos of Community Church and its affiliates.
- Work collaboratively with the Creative Arts Project Manager and/or Director of Ministries to ensure Community Church events maintain brand integrity.

Staff and Volunteer Enrichment **15%**

- Maintain a healthy relationship with volunteer designers
- Routinely meet with design team to provide design tips, techniques, and inspiration.
- Set an example for the volunteers professionally and spiritually.
- Meet regularly with creative arts division providing/receiving feedback as appropriate.
- Listen to feedback from a variety of sources for ministry effectiveness.

Administration **10%**

- Ensure creative arts data is accurate and updated.
- Answer incoming emails and phone calls with a professional response within 48 hours and coach all business staff to do the same.

Financial Stewardship **5%**

- Provide support to Creative Arts budget by following expense processes and managing respective budget.
- Provide cost-efficient alternatives from vendors when planning orders.

Total **100%**

CORE VALUES

Health Matters **20%**

- We work with the tangible help of God by maintaining regular personal time with him—space for hearing & listening to God's voice through silence, solitude, praying, meditating on scripture, journaling, etc.
- We lead out of healthy marriages or singleness.
- We pay attention to physical health—diet, exercise & rest (Sabbath)—& make necessary adjustments.
- We connect to godly friendships through small group involvement where accountability & encouragement is practiced.
- We practice vulnerability—regular confession of weaknesses, sins, hurts, habits & hang-ups to not only God but to one another, as well.

Church Matters **20%**

- We not only attend but we compellingly & constantly invite others to church, as well. An empty seat is a BIG deal!
- We always look out for & initiate conversation with new comers & guests. We push through our awkwardness so guests can feel welcome. We love to ask: "What can I do for you?"
- We work hard & if needed, late to make our ministry radiant—a church where people can't help it, they have to notice her & want to be around her! We live to make church an 'over-the-top', inspiring, winsome, irresistible experience.
- We all equally share in honoring God by investing 10% of our income annually to finance his mission, the church. We don't just work here. We 'bleed orange!'
- We inform & help people complete our GROW course, the critical 1st step in truly joining the church.

Attitude Matters

20%

- We own the mission not our position, title or rank. We never say, “That’s not MY ministry!” or, “No one ever told me to do that!” or, “That’s not in my job description.” We energetically do what needs to be done.
- We don’t tolerate a negative attitude. We obsess on what we can control not on what we can’t.
- We all serve—something we’re doing connected to God’s house that we’re not being paid for.
- We practice authentic listening—listening to understand.
- We assume the best—when ‘stuff’ happens we don’t assume the worst or immediately go negative but give our colleagues the benefit-of-the-doubt.

Development Matters

20%

- We maintain Personal Development Plans (PDP’s) so we can demonstrate leadership growth. (We set goals—next steps in Leadership Pipeline, book reports, conferences, coaching...something!)
- We give the gift of feedback—positive & growth. & we hunger for both constructive & growth feedback from team mates in all situations.
- We lift others to higher levels passing along to others the knowledge, skills & opportunities that have been entrusted to us. We don’t just do a ‘job’, we build & empower people.

Environments Matter

20%

- We insure that all our environments are irresistible! From the parking-lot to our work space we strive to be flawlessly maintained—no ‘broken-windows’ anywhere...period.
- We are not finished until everything is clean, put away & visually stunning.
- We communicate confidence & respect to volunteers by keeping all behind-the-scene areas impeccable. (all closets, resource centers, cabinets, stairwells, back-stages, sound booths, garages, conex-storage boxes, etc)
- We pick up trash. We vacuum, sweep, mop, straighten things; put things away & return things in a clean orderly fashion. Sloppiness is ungodly!

Total

100%

Requirements

EDUCATION AND EXPERIENCE

Education:

Required

- Bachelor’s degree from an accredited, four-year institution required.
- In lieu of degree, an additional four years of experience will meet the requirement.

Desired

- Undergraduate focus in Fine Arts related field or equivalent visual design.

Experience:

Required

- 3-5 years of experience as a graphic designer.
- Understanding of best practices for print design, including knowledge of layouts, graphic fundamentals, typography.

- Knowledge of experience based design, brand development, and advertising campaigns.
- Ability to lead projects from concept to completion.
- Experience with Adobe Creative Suite.
- Ability to make evaluative judgments and communicate effectively, both orally and in writing.
- Great attention to detail.
- Experience within an agency, print house or organization with in-house agency structure.

Desired

- Web and user interface design.
- Video/motion graphics experience.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position and should not be considered a contract of employment. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.