

Communications Department

Job Title: Graphic Designer

Status: Part-Time / Non-exempt

Reports to: Communications Director

Hours: 15-20 hours per week

Job Purpose:

The role of a Graphic Designer is to assist the Communications Team with effectively using visual communication materials to present the ministry and message of Faith Chapel. Graphic Designers will assist the Communications Team in creating a clear and consistent message through efficiency, collaboration, and organization.

Essential Duties and Responsibilities:

- Produce in-house promotional/marketing pieces.
- Create designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts for promotional/marketing pieces, ministry logos, signs, posters, inserts, other printed materials, and digital media, including social media, Faith Chapel website, and digital signage.
- Prepare, present, and discuss rough drafts with the Communications Director & Design Team for approval, and make necessary changes.
- Communicate with outside printers for estimates and final printing needs.
- Submit printing jobs in a timely manner to outside and in-house printers.
- Maintain printing supplies (foam core, paper for large printers, web images, etc).
- Coordinate with Communications Director & Design Lead regarding in-house print projects.
- Print and mount in-house projects.
- Maintain and submit accurate records of printing projects to be charged to appropriate ministries.
- Assist with other projects requiring graphics/printing, as needed.
- Must be able to work well with volunteers
- Perform all other duties as assigned by the Communications Director.
- Continued growth in communications skills.
- Event & stock photography for use in communication material.
- Attend weekly Communications Team meetings and other staff meetings as assigned.
- Serve on other staff teams as assigned.
- Perform all other duties as assigned.

Key Skill Areas:

- **Artistic Sensibility:** Knowledge of design elements, such as color and composition. Artistic ability and creativity are essential.
- **Technical Skill:** Ability to use design software programs, desire to learn other specific software, and an aptitude for learning new technology.
- **Collaborative:** Able to adapt and work well in a collaborative environment that will often include giving and receiving creative criticism and critique.
- **Efficient:** This is a high volume, high production environment. Must be able to take initiative and manage time and priorities well.
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- **Communication Skills:** Ability to effectively present ideas, both verbally and visually. Able to sell your ideas to clients (ministries) and work with them to achieve the end product they want. Able to hear and receive direction and execute accordingly.
- **Craftsmanship:** Ability to construct design elements.
- **Organization:** Must be organized. This job requires incredible attention to detail and note taking. Personal organization and record keeping is essential.
- **Problem Solving Skills:** Possess strong problem-solving skills and love a good challenge. Able to choose the right fonts, colors, and lines to create a balanced composition, while simultaneously conveying a message.
- **Team Player:** Must be willing to work well with co-workers and volunteers.
- **People Skills:** Ability to relate well to a wide variety of people, such as printers, programmers, developers or other technicians, to complete the final product.

General Qualifications:

- A committed follower of Christ, growing in faith and personal relationship with Jesus.
- Maintains spiritual, moral, and physical standards pleasing to the Lord.
- Passionate about Faith Chapel's mission and committed to the Lead Pastor.
- Flexible and adaptable to change.
- A hard-worker, exhibiting a strong work ethic that is characterized by a task-focused and people-friendly nature; self-motivated.

Physical Demands & Working Conditions:

Key for Frequency: Never (N): 0% of work time, **Rare (R):** 1-10% of work time, **Occasionally (O):** 11-33% of work time, **Frequently (F):** 34-66% of work time, **Continuously (C):** 67-100% of work time

Frequency					General Physical Demands of this Position				
N	R	O	F	C					
	X				Climbing: Ascending or descending stairs, ladders, scaffolding, ramps, and the like using feet and legs and/or hands and arms.				
	X				Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.				
	X				Stooping: Bending body downward and forward by bending spine at the waist.				
	X				Kneeling: Bending legs at knee to come to rest on knee(s).				
	X				Crouching: Bending the body downward and forward by bending leg and spine.				
	X				Crawling: Moving about on hands and knees or hands and feet.				
				X	Reaching: Extending hand(s) and arm(s) in any direction.				
	X				Standing: Remaining upright on the feet, particularly for sustained periods of time.				
	X				Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.				
	X				Pushing: Using upper extremities to press against something with steady force in order to trust forward, downward, or outward.				
					≤ 10 lbs: R	11-20 lbs: R	21-50 lbs: R	51-100 lbs: R	>100 lbs: N
	X				Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.				
					≤ 10 lbs: R	11-20 lbs: R	21-50 lbs: R	51-100 lbs: R	>100 lbs: N
	X				Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position.				
					≤ 10 lbs: R	11-20 lbs: R	21-50 lbs: R	51-100 lbs: R	>100 lbs: N
	X				Carrying: Supporting and moving someone or something from one place to another.				
					≤ 10 lbs: R	11-20 lbs: R	21-50 lbs: R	51-100 lbs: R	>100 lbs: N
				X	Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than whole hand or arm in handling.				
				X	Grasping: Applying pressure to an object with the fingers and palm.				
	X				Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly fingertips.				
		X			Talking: Expressing or exchanging ideas by meaning of spoken word; those activities where detailed or important spoken instructions must be conveyed accurately, loudly, or quickly.				
		X			Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.				
				X	Repetitive Motions: Making substantial movements of the wrists, hands, and/or fingers.				

The visual acuity requirements including color, depth perception, and field of vision (check only ONE box):

X	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
	The worker is required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.
	The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

The conditions the worker will be subject to in this position (check ALL that apply):

<input type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to both environmental conditions: Activities occur inside and outside.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	The workers is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or extreme chemicals.
<input type="checkbox"/>	The worker is required to wear a respirator.
<input checked="" type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work).

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties, and skills of the personnel in this position(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that Faith Chapel reserves the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.

_____	_____	_____
Employee Signature	Print Name	Date
_____	_____	_____
Supervisor	Print Name	Date