

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Graphic Designer

Summary: The Graphic Designer supports and advances the ministries of Bethany Community Church through the exploration, creation, and implementation of effective design to accomplish ministry goals. The Graphic Designer possesses a strong aesthetic sense and rich conceptual thinking ability. They establish form and design solutions, but are equally engaged in exploring broad, undefined problem areas within a project to offer creative visual solutions.

Location: Bethany Central Services, works out of BCC Green Lake Office

Reports to: Communications Director

FLSA Status: Exempt, Part-time

KEY RESPONSIBILITIES

- Interpret diverse inputs and define the visual direction for new projects as assigned
- Proactively recommend creative communications and design solutions for ministry proposals and creative briefs as assigned
- Help translate strategy into print and digital design
- Provide accurate price quotes to meet ministry budgets
- Manage production of all print and digital media within assigned projects from conception to completion
- Process and approve vendor invoices as needed
- Creatively seek out new products and stay current on industry trends
- Participate as a member of the Bethany Central Services and Bethany Community Church Staff, and perform other duties as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Four-year degree in a related field and a minimum of three years design experience, or an equivalent combination of education and experience
- Strong creative, organizational, problem solving, and time-management skills
- Adaptable and quick learner; must be able to apply style guides creatively while upholding brand identity for Bethany Community Church
- Expert knowledge of Adobe Creative Suite
- Experience with HTML and motion graphics a plus
- Possess strong conceptual skills, high level sense of design, layout and typography; a broad thinker who is able to offer a variety of design solutions
- Excellent interpersonal and communication skills, big egos need not apply
- Expert knowledge in graphic production process
- Work well with limited information and tight deadlines in a team environment
- Able to take projects from start to finish with minimal supervision
- Makes a positive contribution to a work culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Agrees with the vision and mission of Bethany Community Church

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Monday through Friday, 21 hours/week
<i>Physical Demands:</i>	Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.