

BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION  
Graphic Designer  
Part-Time; Non-Exempt

Purpose	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.
Reports To	Communications Director
Resources	Creative Team, Communications Director, Pastoral Team

#### AREAS OF RESPONSIBILITY

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.

- 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.
- Attend meetings as assigned.
- Manage production of all print and digital media within as assigned project from conception to completion.
- Process and approve vendor invoices as needed.
- Creatively seek out new products and stay current on industry trends.
- Other projects and responsibilities as assigned.

#### QUALIFICATIONS, SKILLS, EXPERIENCE

- Four year related degree and a minimum of three years design 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.

#### SPECIFICATIONS

<i>Part Time:</i>	24 hours a week
<i>Compensation:</i>	Full medical and dental benefits package
<i>Wage:</i>	Dependent upon experience