



Ministry Position Description

Position Title: Graphic Designer (Part-time: 20-25 hours)

Reporting Relationship: Communications Director

Job Description:

The Graphic Designer will help Door Creek Church fulfill its mission by designing quality print and digital resources to be used across a variety of communication channels.

Primary Responsibilities:

- Maintain Door Creek Church's brand by designing within its visual identity guidelines
- Make informed design decisions after listening to and understanding ministry needs
- Collaborate with Communications Director on the look of church-wide publications
- Create print and digital church-wide designs for various communication channels: bulletin, slides, ads, mass emails, social media, signage, web, app, video, etc.
- Work with a team to brainstorm and execute visual identities for message series
- Design and layout of website (working knowledge of web design and CMS)
- Provide support, design templates and training for Door Creek Church staff
- Consult with the Aesthetics' Team on the look of the church's facilities
- Keep good working relationships with print and product vendors
- Participate in relevant team meetings and events
- Develop and lead volunteer photography team
- Organize an archive of all designs files

Personal Qualifications:

- A growing and personal relationship with Jesus Christ
- A heart for the local church - both in reaching those who are far from Christ and growing those who know Christ
- Proven effectiveness in the area of graphic design for communication
- Able to work independently and collaborate with a team
- Creative, detail oriented and flexible
- Able to prioritize and stay on track with interruptions
- Excellent at critical thinking and implementing creative solutions
- High proficiency in design software (Adobe InDesign, Illustrator, Photoshop)
- Ability to design within online software platforms (Website CMS, Constant Contact)
- A college degree in graphics design or a related field is preferred
- A minimum of two years of graphic design experience
- Door Creek Church member or someone who shares our values and vision for ministry and regularly nurtures their own spiritual growth
- Ability to multi-task and stay on track with regular interruptions