

## MINISTRY DESCRIPTION

**POSITION:** Graphic Designer (Exempt)

**REPORTS TO:** Director of Communications

**SUPERVISES:** N/A

**STAFF CLASSIFICATION:** Staff 3

**MINISTRY OVERVIEW:** The Graphic Designer is an artist who creatively and collaboratively translates ideas, concepts, and messages into consistently powerful, innovative and engaging visual expressions for print and digital platforms. These expressions should inspire people to grow in their discipleship so that they live to Love Christ, Love one another, and Love the city, through the ministry of First Presbyterian Church San Antonio.

### RESPONSIBILITIES:

1. Provides graphic design and layout for church-wide content such as, but not limited to: weekly bulletin and announcements, website updates, social media; monthly church newsletter, weekly and “special” e-blasts, church app updates, sermon series, special events; traditional and contemporary worship sermon slides and announcement slides, digital signage, posters and banners, brochures, booklets, church-wide mail-outs and postcards, newspaper ads and other external publications.
2. Works with in-house and external printers for the best possible print choice and accurate delivery timing. Occasionally picks up printed items as needed.
3. Advances and develops church-wide visual messaging, branding and identity standards.
4. Assists with writing, editing and proofing as needed.
5. Works as a part of the church communications team in supporting and interacting with various church ministries.
6. Regularly collaborates with Director of Communications in planning and scheduling initiatives, posts, eblasts, etc.
7. Other tasks as needed.

### QUALIFICATIONS:

1. Education: two- to four-year degree in graphic design/communications-related area or equivalent experience.
2. Work experience: two or more years of graphic design/communications or marketing-communications agency experience preferred.

3. Strong proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop, etc.), able to work on Mac and PC platforms, including Word/Pages, Excel/Numbers, PowerPoint/Keynote.
4. Strong proficiency using WordPress or other web management system highly favored. Some HTML skills required. Ability to develop and post online forms & ability to work with App back-end updating (i.e. Pushpay) a plus.
5. Writing, editing, and proofing skills required.
6. A growing and personal relationship with Jesus Christ, and a commitment to serve by Loving Christ, Loving one another, and Loving the city, through the ministry of First Presbyterian Church.
7. Able to graciously interact with and respond to church members and others in a personable and professional way.
8. Must be collaborative, creative, show design initiative and innovation, and have a keen eye for detail and editorial/visual design care.
9. Must have excellent organizational skills and a desire to streamline processes to ensure smooth workflow as well as manage projects and complete them on schedule. Experience with project management software a plus.
10. Knowledge of social media management, including best practices, visual content, and analytics.
11. Experience with mass-marketing email systems a plus (i.e. Constant Contact).
12. Photography and videography skills a plus.
13. A teachable, caring, and compassionate spirit with a high degree of integrity, responsibility and confidentiality.
14. Desire to be a part of a team.

First Presbyterian Church offers a competitive salary and a comprehensive benefits package, including employer paid medical, life, LTD, STD insurance, as well as employer matched contributions to a 403b retirement plan.