

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 make Jesus visible 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, sermon series, special events; 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. Works as a part of the church communications team.
5. Other tasks as needed.

QUALIFICATIONS:

1. **Education:** college 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 content management systems (CMS) highly favored. Some HTML skills required.

5. Able to graciously interact with and respond to church members and others in a personable and professional way.
6. Must be collaborative, creative, show design initiative and innovation, and have a keen eye for detail and editorial/visual design care.
7. 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.
8. Photography skills a plus.
9. Writing, editing, and proofing skills a plus.
10. A growing and personal relationship with Jesus Christ, and a commitment to serve by living to make Jesus visible through the ministry of First Presbyterian Church
11. A teachable, caring, and compassionate spirit with a high degree of integrity, responsibility and confidentiality.
12. Desire to be a part of a team.