



JOB DESCRIPTION

Graphic Designer

Communications Department

Executive Office

Reports To: Director of Communications

Category of Employment: Support Staff, **Full Time**

Payroll Status: **Salary**, Exempt

Office Hours: **40 Hours per week**

The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.

Job Summary

To further the mission of the Church by effectively producing creative and effective graphics in a timely manner for the ministries of Compassion Christian Church.

Minimum Qualifications

1. **Experience:** Must have a minimum of three (3) years professional experience in a design or publication department, an ad agency, or other related field is preferred.
2. **Education:** A Bachelor's Degree from an accredited institution or the equivalent with preference given to Graphics, Design, Print Management or related fields. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Must have proficient knowledge of graphic and publication software, specifically Adobe Creative Suite. Experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Candidate must have the ability to work independently with efficiency, effectiveness and composure; must have excellent written and verbal communication skills; and must be able to multitask and prioritize work assignments. Candidate must exhibit excellent organizational and interpersonal relational skills. Attention to detail is imperative. Must possess a friendly attitude, a willingness to work collaboratively with others, and have a strong heart for service.
4. **Physical Demands:**
 - a. May be called upon for lifting, pulling, bending, carrying, and pushing as needed to set up activities and events.
 - b. Operation of church vehicles.
5. **Application Materials:** A portfolio is required.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

Duties and Responsibilities (Essentials)

1. General staff responsibilities:
 - Participation in monthly "All-Staff Meetings" as well as called departmental meetings and other required staff events.

2. Specific ministry duties and responsibilities:
 - Produce creative, effective graphics of the highest quality in a timely manner for the regional campuses and ministries of Compassion Christian Church.
 - Evaluate, select and produce designs for printed and online publications. Quote, order and assist with delivery and distribution of said materials including but not limited to bulletins, newsletters, brochures, posters, flyers, ads, and websites.
 - Collaborate with fellow staff members to ensure quality promotion of all CCC ministries.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

Employee Acknowledgement

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

Signature of Staff Member

Date

Job Description Approved: _____ (HR Initials) _____ (DH Initials)

Reformatted 02/21/17