

# Job Description



## JOB

- Title: Graphic Designer
- Reports directly to Communications Director
- Full Time

## **MUST DO** (*"If all else fails, this is what you are being evaluated by"*)

- To support the mission of Chapelhill Church by designing graphic art that represents the culture of Chapelhill for print, web, social media, app, and live productions.

## RESPONSIBILITY

- Prepares work to be accomplished by gathering information and materials.
- Plans concept by studying information and materials.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Social Media Design skills including working knowledge of current standards and practices for SEO.
- Knowledge of HTML or web design tools such as Wordpress and Square Space
- Obtains approval of concept by submitting rough layout for approval.
- Maintains technical knowledge by attending design workshops; reviewing professional publications; and participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

## REQUIREMENTS

- A heart for the local church, a growing relationship with Jesus Christ and a passion to use media to reach others.
- Strong graphic design skills
- At least 3-5 years experience in Graphic Design. Online Portfolio Required. Education a plus.
- Proficient in Adobe Photoshop, Illustrator, InDesign and working knowledge of WordPress or similar web development tools. Premiere Pro a plus.
- Proven ability to take projects from beginning to end (concept to production to final edit).
- Organized and able to manage multiple projects.
- Relates well to all kinds of people, builds effective relationships, communicates effectively, both interpersonally and corporately.
- Handles rejection
- Teachable and willing to learn new tools for digital and print publication.