

Job Description Graphic Associate

Reports to: Senior Director Communications & Church Development
FLSA Status: Salaried (Exempt)
Hours Per Week: 40 Full-time
Campus: Melbourne

This position is responsible for clear communication, graphics and branding of CCM and CCM ministry related print materials.

Job Requirements:

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel
- Directly responsible for the overall design and illustrative/graphic /visuals for use in print and digital media supporting CCM campuses as well as Calvary Chapel Academy
- Work collaboratively with ministry leaders and the Graphic Arts Coordinator to realize a final product. *(From whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love. Ephesians 4:16)*
- Adhere to established communications guidelines and procedures
- Design logos and coordinate branding for CCM campuses, ministries, and Calvary Chapel Academy
- Prepare layouts, designs, art work and formats for use in print and digital media
- Layout and scale photos, marking them for proper screen values for print reproduction
- Design, lay out, and produce artwork such as flyers, web and social media graphics, posters and signage
- May communicate to CCM staff and CCA faculty regarding design of project
- Perform related duties as required

Skills:

- Servant-heart and optimistic attitude
- Able to lead with organization and humility
- Strategic planner
- Creative and visionary
- Team player
- Great communication skills – verbal and written
- Computer skills
 - Proficient in Adobe Creative Suites, specifically Illustrator and Photoshop
 - Effectively use Microsoft Office Software including: Word, Excel, PowerPoint, and Publisher
 - Know and effectively use Microsoft Outlook for email, calendars, tasks, and contacts

Other Qualifications:

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved.* Romans 10:9-10)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.* Galatians 5:22-23)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.* John 13:34-35)
- Participation in our church body for at least one year
- Mature, ongoing relationship with Christ and regularly attend church service
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves...* Philippians 2:3)
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace.* Ephesians 4:3)
- Ability to set boundaries to limit non-work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information
- Flexibility and ability to work with volunteers and people on staff
- Organized, ongoing learner
- Self-starting – can work with little supervision or direction

Mission Statement

WIN a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15

DISCIPLE a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

To think like Jesus thought.....Mind of Christ

To minister like Jesus did.....Works or Ministry of Christ

To be like Jesus.....Character of Christ

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20

SEND a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth." Acts 1:8

Core Commitments

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

COMMIT

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

CELEBRATE

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

CONNECT

To others in personal vibrant relationships.

COMMUNICATE

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

CONTRIBUTE

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.