

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:

- 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