



## Graphic Design & Administrative Assistant Job Description

### **Primary Purpose of Position:**

The primary purpose of this role is to visually communicate the vision and the message of Frontline Community through print, digital and graphic design as well as administrative duties related to ministries assigned to them under the direction of the Associate Pastor.

### **Requirements:**

#### **Heart:**

- This person must demonstrate a stable, mature Christian walk, reflecting the fruit of the Spirit.
- They must have a passion to support the church vision and submit to it's leadership.
- Teachable, Humble and Submitted to the mission of Frontline Community Church.
- Passion to Represent God to the Lost & Found through Visual Arts & Graphic Design
- Active member (or willing to be a member) of Frontline

#### **Hand:**

- Develop Creative Media to support the weekend experience as well as our Frontline Brand
- Develop and maintain the brand of Frontline Community Church
- Create looks and designs for our Frontline Advertising & Merchandise
- Create sermon series graphic packages for each new sermon series
- Create content to support our website and app
- Ensure cohesion in presentation of Frontline through the weekly bulletin, website, and social media platforms.

**Head:**

- Fluent in Adobe Creative Suite or equivalent specifically Adobe InDesign, Illustrator, and Photoshop
- Excellent typography and composition skills
- Fresh and innovative thinking
- Strong organization and management skills
- Ability to work both independently and collectively
- Proficient in Apple Numbers, Pages, and Keynote as well as comparable Word, Excel and PowerPoint to execute administrative duties
- Ability to match project needs with appropriate levels of time investment
- Excellent verbal and written communication skills
- Ability to resolve conflict in calming manner
- Self-awareness to identify strengths and weaknesses
- Knowledge of the project management system, Asana
- Working Knowledge of the German language is beneficial but not mandatory