

Community Alliance Church

Size: 1,100+ in attendance in 2 Sunday morning services

Position: Part-time Graphic Designer

Hours: 24-28 hours per week, 3-4 days per week

Summary

The Graphic Designer's primary role is to create high quality graphics that furthers Community Alliance Church in its mission of leading people to transformation in Jesus Christ. The Graphic Designer will develop printed, web and social media content for use in all CAC ministry departments.

Characteristics and Key Competencies

- Commitment to CAC's mission and a passion to play a key role in its advancement
- Servant heart that finds fulfillment in helping ministry departments accomplish their goals
- Team player who can work with a variety of personality types amongst staff, volunteers and vendors
- Creativity to express the vision and goals of ministry departments in new and fresh ways
- Flexibility to provide one's own ideas as well as utilizing the ideas of others
- Design range to produce content across a variety of graphic or artistic styles
- Prioritize to produce high quality accurate work on deadlines
- Able to work independently without continuous supervision
- Able to take constructive feedback
- Learns to use new software with ease
- Stays current with the latest design trends, particularly trends in the church ministry field
- Efficiently uses time to balance creativity with completing projects
- Organization skills to manage ordering products, staying on top of change requests, working in advance on upcoming projects, etc.

Technical Competencies and Proficiencies

- Undergraduate degree in Design, Graphic Arts, Visual Communications, Media or other related area
- Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Microsoft Office (Publisher, Word, Powerpoint)
- PC/Windows platform
- 2+ years experience in graphic design field a plus

Responsibilities: Design

- Design weekly, monthly, and seasonal graphics for all ministries of CAC.
 - Print materials include flyers, tickets, postcards, t-shirts, posters, banners, advertisements, sign-up sheets and more.
 - Ministries include Children's, Students, Adults, Frontlines, Missions, Venison Dinner, Car Cruise, Library and more
- Support Sunday morning services through the creation of bulletin inserts, announcement loops, sermon graphics

- Regular printed publications including prayer cover, In the Know, Library Focus of the Month, missions booklets
- Create digital content and layouts for digital signage, Library catalog, website, Facebook, Instagram, Snapchat and more
- Special projects for all ministry areas as requested.

Responsibilities: Administrative

- Manage the graphic design process by gathering information and ideas, communicating with staff and volunteers, creating rough drafts, making edits, receiving final approval
- Manage the ordering and printing process for all printed material
- Manage the church website including updating graphics and content
- Ensure that printed material is placed in proper places throughout church (eg. In the Know, napkins holders, sign-up sheets, posters, etc.)
- Complete projects within budget and properly account for expenses

Please be prepared to provide

- Three references (non-family)
- Strong portfolio showcasing past design work

Supervision

- This position reports to the Pastor of Operations

Applicants should email their resume to staffopenings@butlercac.org along with pdf samples or a link to an online portfolio.