



Position Title:	CommArts Graphic Designer
Hours/week:	40+ (full-time)
Reports To:	Senior Creative Director
Classification:	salaried/exempt
Pay Range:	\$38,000 - \$50,000 annual salary (\$18.26 - \$24.04 hourly equivalent)
Benefits:	Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); vacation/personal/sick time

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Creates beautiful, engaging, effective designs to tell the story of how God is moving through the people of Woodmen
2. Solves design challenges to promote the ongoing ministry of the church within established brand guidelines and strategies
3. Produces content for website, app, social media, worship services and other digital channels, as well as print (magazines, invite cards, posters, signage, etc.)
4. Coordinates the printing/production process to ensure quality results are achieved within budget; inspects proofs for accuracy and quality
5. Collaborates with teammates to bring out the best in one another
6. Provides leadership by staying current with innovations in technology and design to enhance the ministries of Woodmen
7. Maintains equipment; researches and provides input on equipment and software purchases
8. Assists as needed in a variety of other creative projects, including photography, video, interior design, murals, etc.
9. Performs administrative work including budgeting, purchasing, etc.
10. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Bachelor's degree in graphic design or equivalent experience. Two or more years of additional experience preferred
4. Proficiency in Adobe Creative Suite.
5. A proven record of generating creative, professional, effective design solutions, as evidenced by an outstanding portfolio
6. Strong interpersonal skills; ability to effectively communicate with a wide range of individuals, both orally and in writing
7. Thorough knowledge of principles and practices of graphic design; ability to create/produce graphic materials using a wide range of media and techniques
8. Understanding of print and web layout and graphics requirements and procedures; knowledge of printing and/or production processes
9. Knowledge of web and/or app design preferred
10. Strong organizational skills; able to independently manage and complete a variety of projects
11. Ability to move to various areas on campus
12. Must be able to lift and carry up to 35 lbs.
13. Reliable transportation to travel between campuses, to off-site meetings, retrieve supplies and visit vendors as necessary