

Job Description

Graphic Designer

Primary Function:

Responsible for graphic design of communication pieces, website and other visuals in the church's ministry.

Responsibilities:

1. Take primary responsibility for designing communications pieces as assigned.
2. Design bulletins, newsletters, posters, brochures, mailing pieces, and other publications, as requested by the communications administrator.
To include but is not limited to:
 - a. Brochures/programs for seminars and special events.
 - b. Design and produce guest packets and other literature to communicate with guests/new attenders.
 - c. Design and produce ministry communications, brochures, newspaper ads, and newsletters.
 - d. Design seasonal bulletin covers.
 - e. Design annual church calendar and regular directories as requested.
 - f. Design occasional electronic mailings: postcards, invitations, etc.
3. Design and print posters and signs as requested.
4. Keep the Petra website visually current, and create appropriate links so as to facilitate efficient communication with the congregation and various publics.
5. Create weekly PowerPoint presentations of the sermon outline. May work with the technical manager on video clips and electronic billboards.
6. Work with the communications administrator to create visual themes tied to sermon series, special events, and other significant church-wide initiatives.
7. Serve on the team of photographers/videographers as needed for public events.
8. Maintain the current photo library electronically.
9. May create signage for sign-up tables and other needs for varied activities at Petra.
10. Design interior and exterior banners as requested for special events.

Qualifications:

1. Disciple of Jesus Christ, committed to living and walking in obedience to Him and His Word. Demonstrates Biblical and moral character qualities.
2. Teachable and willing to take direction from pastors and staff.
3. Committed to Petra's vision, philosophy of ministry, and leadership team.
4. A conscientious person who has an eye for things to be done and is willing to go the second mile. Does his or her work thoroughly and consistently. Can multi-task under time constraints.
5. Proven designs skills with a portfolio of published pieces.
6. High level of computer aptitude, must have experience with Adobe Photoshop, InDesign, and Illustrator (CS3 or higher). Also MS Word, Outlook, and PPT.
7. Friendly, courteous and warm; a people person.
8. A heart to serve others.
9. Embraces a "team" approach to ministry.

Conduct Policy:

We believe our staff, pastors, and ministry leaders need to demonstrate Christian character and high moral values. The Scriptures give us instructions for holy living, such as found in Galatians 5:19-23. The use of illegal drugs, viewing of pornographic materials, sexual involvement outside of a marriage relationship and gay lifestyles are incongruent with the Christian standards of character and morality we promote. Our mission is to be a healing and safe place for all people; we support those in recovery and in transformation. For this reason we discourage the use of tobacco and alcohol.

Accountability:

Primarily to Communications Administrator, secondarily to Administrative Pastor

Term:

Part-time paid position 20 – 24 hours per week

11/10/11