

Graphic Design Coordinator Position Description

Purpose: Serves the church by producing effective internal and external communications for the church.

Accountability: The Graphic Design Coordinator shall be directly responsible to the Director of Communications, the Senior Associate Pastor for Adult Learning and Engagement, and the Staff Committee. The Director of Communications will review the performance of the Graphic Design Coordinator in accordance with procedures established by the Staff Committee.

Primary Duties and Responsibilities:

1. Partner with the Director of Communications, appropriate staff, and volunteers to execute print and electronic communications pieces (e.g., bulletins, bulletin announcements, website updates, broadcast email, newsletters, brochures, etc.).
2. Maintain and update the internal electronic monitor announcement system including creating slides and artwork to post on the monitors.
3. Create and design graphics for all channels (e.g., worship seasons, bulletins, electronic monitors, signs, newsletters, brochures, etc.).
4. Interact with staff and volunteers to receive and disseminate articles and information to appropriate media channels.
5. Maintain communications data:
 - a. Maintain electronic and paper files for communications department.
 - b. Maintain a photo bank.
 - c. Update website and related calendars as needed.
6. Provide production support of correspondence, newsletters, brochures, etc., for staff.
7. Handle troubleshooting and maintenance of all copiers, laser printers, laminator, etc.
8. Maintain stock of all paper and envelopes for main copy room.
9. Perform photography work one Sunday a month and various liturgical holidays as directed by the Director of Communications.
10. Maintain office hours as directed by the Director of Communications. Attend weekly staff meetings, planning meetings, calendar and event coordination meetings, and fellowship gatherings.
11. Execute other requests made by Director of Communications.

The above noted position description is not intended to describe in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of ministry demands change.

Skills, Knowledge, and Abilities

- **Serves the Goals of the Church:** Works to accomplish the overall goals of the church within the scope of my position.
- **Communication:** Communicates effectively and professionally (both verbally and written) with all members, guests, and staff.
- **Hospitality:** Generates a sense of hospitality by his/her very presence; communicates a sense of availability, warmth, openness and approachability.

- **Interpersonal Skills:** Establishes good working relationships; works well with people at all levels; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Bachelor's Degree:** Strong graphic and print design skills.
- **Computer Knowledge:** PC and Mac based systems and advanced user of Adobe Creative Suite 6 (InDesign, Photoshop, Illustrator, Audition, and Premiere).
- **Other:** Experience with CMS and MailChimp.