

# Position Description

WellSpring Christian Church

## Graphic Designer

### Purpose of WellSpring Christian Church

To help people follow Jesus.

### Goal for WellSpring Staff

A team that is good at what they do, loves what they do, and loves the people they are doing it with.

### Purpose of the role

To provide clear communication to WellSpring's target audience through aesthetically pleasing digital and printed materials and experiences.

### Principle Function

A committed member of the staff team who focuses on producing high-quality graphics, web and mobile user interfaces, and other design interfaces that align with the church's brand and mission, requiring proficiency in graphic design software and effective collaboration.

### Role Level

Team Member; Reports to executive administrator.

### Competencies

All Team Members should:

- **Be a spiritually mature follower of Jesus who believes he/she has been called to serve the local church.**
- **Demonstrate Godly principles and practices.** Participate in spiritual disciplines to stay connected to Jesus including but not limited to attending Sunday morning worship, tithing, being in a group, and volunteering in an area outside of your staff responsibilities.
- **Communication.** Communicate well in both writing and speech across multiple organizational levels.
- **Use technology effectively.** Use core technology systems and programs used by the church (including but not limited to Microsoft Office, Planning Center, and ProPresenter).
- **Execute ministry.** Perform the most basic forms of ministry within your ministry context/area.
- **Manage work effectively.** This person must be able to make steady progress on long-term goals while simultaneously managing various short-term concerns. Must effectively manage the tensions between "urgent" & "important" tasks & relationships. Possess the ability to function at a high level of effectiveness and calm in stressful situations.

The following competencies are specific to this role:

- **Education.** A bachelor's degree from an accredited institution with preference given to graphics, design, print management or related fields, preferred. Consideration will be given to candidates who have experience and demonstrate proficiency in the field.
- **Technical Proficiency.** Proficient knowledge of graphics and publication software, specifically Adobe Creative Suite. Experience and proficiency with Microsoft Office.
- **Self-Motivated.** Ability to work without supervision, dependable and consistent in quality of work.
- **Interpersonal Skills.** Excellent interpersonal relational skills, with a friendly attitude. Willingness to collaborate effectively with others.
- **Servant's Heart.** Ability to maintain a good attitude in difficult situations, work under pressure, and commitment to supporting the needs of others.

## Responsibilities

This person is responsible for:

- Communicate across departments to understand the vision and reach overall goals and objectives of other staff members and teams regarding their graphic and visual needs.
- Create prototypes for new ideas, signs, marketing materials, and products to be approved by the requesting department or team.
- Working with the lead minister and worship minister to plan and help execute sermon series bumper and other design elements for series as needed.
- Assist with testing websites and apps prior to launch.
- Working with the executive administrator to create bathroom ads.
- Working with the worship minister and technical director to create all pre and post worship slides and any announcement slides needed for service.
- Communicate and work alongside the contract web-site design team to implement any web-site changes or maintenance items.
- Update graphics and communication to the website on a weekly basis to ensure communication is relevant and clear for any upcoming events.
- Working with social media coordinator to create social media graphics as needed related to church communications based on graphics and communication bullets.

## Hours/Compensation/Benefits

- Part Time: 15 hours per week
- Pay Range: to be discussed upon inquiry; based upon experience.
- Benefits: Paid vacation, sick time, ministry time away and holiday time off