

Grace Church

Orlando, FL | discovergrace.com

TITLE: Graphic Designer: Creative and Production

CAMPUS: All-Campus

REPORTS TO: Communications Director

OVERSEES: Design Volunteers

JOB SUMMARY: Grace's Graphic Designer is responsible for championing the Grace brand through visual projects. You're a learner who is committed to the craft of design and the knowledge of the software, apps, and tools used to share it. You'll handle all creation and production of Grace design to support all channels — print, digital, web, video, and social. You'll also need to remain proficient in current software and production techniques.

Duties & Responsibilities:

- Reach people both inside and outside Grace Church through artistic excellence
- Support the culture, mission, vision, and plans of Grace church
- Uphold Grace's brand standards at the highest level of integrity and effectiveness
- Develop comprehensive creative branding packages 8-10x per year for sermon series and church-wide annual events (Easter, Christmas, Fall Kickoff, giving campaigns, etc.). Execute this branding in specs and projects throughout both our physical and digital properties.
- Design and coordinate production of all print materials, including church stationery, collateral, brochures, invite cards, and postcard mailers.
- Design and coordinate the production of signage as needed for both our permanent and portable campuses
- Support church events and announcements with clear graphics and slides
- Design and coordinate production of promotional products (pens, shirts, buttons, pins, etc).
- Train and develop volunteers as needed
- Work with all ministry teams to support graphic needs
- Maintain an inventory of supplies, equipment & purchases
- Work with the Communications Director to establish an annual budget for print projects
- Attend weekly staff and team meetings

Skills & Requirements

- A dedicated walk with God that prioritizes both church and family
- A desire to see people taking their next step toward Christ

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- Serious about meeting deadlines
- Ability to execute design projects from concept to completion — brainstorming to production. Flexibility and contentment in both creative projects and routine, detailed brand work
- Proficiency in Adobe Illustrator, Photoshop, and InDesign; Wordpress, macOS; G-Suite
- Current knowledge of specs and best practices of social media design for popular platforms
- Excellent verbal and written communication skills
- Availability to work evening and weekend hours to support church events and services. Hours and office time flexible. Part-time work from home possible.
- Self-starter with strong work ethic