

# Grace Church

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**TITLE:** Graphic Designer: Creative and Production

**CAMPUS:** All-Campus

**REPORTS TO:** Communications Director

**TEAM:** Creative Media

**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. ***This position is full-time. Grace offers competitive pay and an excellent benefit package.***

## 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 approx 10x per year for sermon series and church-wide annual events (Easter, Christmas, Baptism, Fall Kickoff, initiatives, 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 regularly as needed for both our permanent and portable campuses
- Support church events and announcements with clear graphics and slide presentations
- Design and coordinate production of promotional products as needed (pens, shirts, buttons, pins, etc).
- Work with all ministry teams to support graphic needs
- Maintain an inventory of supplies, equipment & purchases
- Work with the Experience and Communications Directors to establish an annual budget for projects and equipment
- Attend weekly staff and creative meetings as required, and collaborate with Creative Team on large initiatives and series

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## **Skills & Requirements**

- A dedicated walk with God that prioritizes both church and family
- A desire to see people taking their next step toward Christ
- 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; exploring Figma and alternatives for creative growth and collaboration
- Organize and manage projects in Basecamp for feedback and access online
- 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 on occasion. Hours and office time very flexible. Work from home possible.
- Self-starter with strong work ethic