



Job Title: Graphic Designer
Reports To: Communications Director
Status: Exempt/Salaried Full Time
Prepared By/Date: Janine Mikell / July 2024
Approved By/Date: Candace Dellinger / August 2024

Position Summary

The graphic designer is responsible for partnering with the Communications Team to produce ministry deliverables that communicate content creatively and clearly, using both printed and digital mediums.

Roles and Responsibilities

- Collaborate with the Communications Team on creative projects, bringing new and fresh design ideas to fruition.
- Design and layout print and digital material for designated requests and projects from our ministry leaders.
- Be able to accomplish project assignments with excellence in a timely manner.
- Provide input in various phases of the design process.
- Develop illustrations, logos, and other designs using Adobe software or by hand.
- Able to help with weekly communications responsibilities such as folding bulletin, setting out signage, and sending emails.

Qualifications and Requirements

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent.
- Willing to become a member of East Cooper Baptist Church.
- Display a passionate love for the Lord and a desire to serve on a team.
- 2-3 years of design experience.
- Bachelor's Degree in Graphic Design or Visual Communications.
- Able to submit a portfolio of work.
- Advanced knowledge of Adobe Creative Suite.
- Photography is a plus.
- Proficient with Google Suite (Drive, Docs, and Sheets).
- Strategic
- Administratively gifted
- Good communicator
- Works well on a team
- Thrives in a fast-paced environment
- Servant-hearted
- Can juggle multiple projects at the same time
- Detail-oriented
- Collaborative problem solver
- Good time management
- High level of integrity and dependability

If you are interested in this opportunity and meet the qualifications below, please complete an online employment application. Upload your resume with a cover letter at the end of the form.