



<b>Title: Graphic Designer</b>	<b>Prep/Revised Date: January 15, 2024</b>
<b>Reports To: MarCom Director</b>	<b>Direct Reports: N/A</b>
<b>FLSA /Hours: Non-Exempt / 20 Hours</b>	<b>Campus: Fort Collins</b>

### Summary

Timberline Church seeks to hire a qualified graphic designer to design content for visually inspiring messaging and engagement in a variety of media.

This role will focus on developing aesthetically pleasing design and content for the Timberline website, weekend services, ministries, the app, social spaces, print needs, and large format imagery. With exceptional creative taste, strong conceptual abilities, typographic sensitivity, and strong all-around design skills, the brand standards will be utilized to guide visually inspiring messaging.

As necessary, this role may also manage external resources for overflow design work to contractors and assist in managing vendors for quality output.

### Duties & Responsibilities

- **Design**—Create visual design for all types of media, including the web, weekend services, social, print, and large format. Develop and deliver inspiring and effective creative assets on time and on budget.
- **Software**—Leverage Adobe Creative Suite, excelling in design and production of files in InDesign, Illustrator, and Photoshop. Understand and implement best practices for native file creation and final artwork production.
- **Typography**—Excel in the typographic layout of all media, establishing clear hierarchy and visual intrigue.
- **Process**—Assist with the improvement of the creative process, for example: recognize where templates may be utilized, versus complete custom design on every project. Utilize, strengthen, and uphold the Timberline brand standards to promote consistency, quality, and visual appeal in all media.
- **Service**—Maintain a service-oriented approach, coming alongside internal clients to understand their needs.
- **Growth**—Stay current on design trends to optimize visual relevance, growing personally in design skills, techniques and best practices for graphic design.
- **Flexible**—This role requires wise time management and a passion for frequently-changing responsibilities as priorities can often shift.

### Skills/Qualifications

- Communication • Concepting • Graphic Design • Typographic Layout • Illustration • File Production • Efficiency • Organization • Software Utilization • Customer Service • Connecting & Relational • Agile

### Education and/or Experience

- 2 to 4+ years in a professional graphic design setting. Agency experience a plus.
- Associate or bachelor's degree in graphic design, marketing, communications, or related field.

**Conditions of Employment/Physical Demands**

- A satisfactory outcome from a criminal background check.
- Compliance with the employee handbook and Timberline Church staff covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

**Compensation:** \$20 - \$22 an hour.

**To Apply:** Click the below links to complete the job application and SHAPE Assessment. Please submit these along with your resume and cover letter. We will then contact you for the next steps.

[APPLICATION](#)

[SHAPE ASSESSMENT](#)

*"Please Note: you must submit all items requested to be considered for employment."*