



Graphic Designer Job Description

Job Title: Graphic Designer

Purpose Statement: The Graphic Designer supports and advances the ministries of Church of the Open Door (“Open Door”) through the exploration, creation, and implementation of effective design to accomplish ministry goals. He/she enthusiastically focuses on Open Door’s mission of Leading People in the Adventure of Becoming like Christ and supporting and communicating that mission. He/she is a proven team player who possesses both the artistic talent and creative skillset to communicate ministry concepts through innovative and culturally effective graphics as well as the capability to manage the production of print media of the church from layout and design to publication and distribution as directed to further Open Door’s mission.

Reports to: Communications Director

POSITION EXPECTATIONS

1. Live committed to our description of Christlikeness described in the six Core Christlike Characteristics and summarized by Loving God, Loving People, and Living Surrendered.
2. Live committed to our mission of “*Leading people in the adventure of becoming like Christ*” by practicing the 5B’s. As a Graphic Designer, you are expected to support, champion, and defend the 5B methodology that is our stated strategic plan for achieving the mission of Church of the Open Door.
3. Participate in all scheduled staff meetings and staff development times.
4. Abide by the Open Door employee handbook, including staff team values.
5. Perform other duties as assigned by the Executive Director/Pastor, Senior Pastor, and Communications Director.

CORE RESPONSIBILITIES

1. Designs and creates graphics to support the creation of digital or print assets for **internal** and public communications.
2. Supports & participates in the production of print media of the church, from layout and design to publication and distribution as directed.
3. Apply design experience and attention to detail to creative design solutions, proofreading, and editing; work with and adjust written copy about graphic work.
4. Maintain brand standards, including image, message, style, icons, and logo usage.
5. Continue to hone technical proficiency.

SPECIFIC RESPONSIBILITIES

The Graphic Designer is responsible for the execution of all aspects of communications, advertising, and

marketing, as outlined below. Specific Responsibilities include:

1. Design & Print

- Designs all art and promotional materials related to sermon series and church-wide activities with a high standard of creativity, excellence, and effectiveness, as directed by the Communications Director.
- Supports the production of weekly bulletins, devotions publication, and other print assets (i.e. Connection Cards, pew cards, posters, banner, postcards, invite cards, etc)
- Oversees the copier/print equipment (maintenance, replacement, etc.).
- Manage print shop materials. (Orders paper, copier materials, etc.)
- Troubleshoots copier and design/publication software issues.

2. Websites

- Designs art and graphics to support ministry needs on church websites.
- Ensures consistency in design of website graphical assets.

3. Copywriting/Editing

- Contributor that helps edit and proofread for accuracy and appropriateness

4. Facilities Signage

- Designs and develops external signage, including temporary event advertising.
- Designs and develops updated inside signage for all campuses to ensure clear directions for pedestrians.

5. Brand Advocate

- Monitor the look, vibe, feel of all promotional materials representing Open Door.
- Police the use of logos and images that represent Open Door.
- Support policies and procedures related to the branding of Open Door and related entities, including appropriate style guides.

6. Communications Advocate

- Supports and advocates the use of systems and structures that facilitate excellence in intra-staff communications, including calendars, summaries, emails, etc.

HELPFUL CHARACTERISTICS

- Self Starter
- Self-Motivated
- Highly Creative
- Tuned in to cultural trends
- **Organized**
- Exceptional attention to detail
- Team Player
- **Follows detailed and/or conceptual instruction well**

- Positive and Optimistic Attitude
- Independent Worker
- Doesn't mind being interrupted
- Ministry Minded
- Open-Minded
- Patient
- Compassionate
- **Good Listener**
- Maintains Confidentiality

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Education and Experience

A 2-year degree (preferred) or an equivalent combination of experience and/or training. Must possess a strong understanding of graphic design principles, methods, and practices, as well as all phases of production, layout, and design, including pre-production preparation.

2. Knowledge, Skills, and abilities

- An artist that possesses strong conceptual skills, a high-level sense of design, layout, and typography, a broad thinker who is able to offer a variety of design solutions.
- Strong creative, organizational, problem-solving, and time-management skills.
- Excellent written and verbal communication skills
- Demonstrable competency in the following software:
 - Microsoft Office
 - Google Apps
 - WordPress
 - Adobe Photoshop
 - Adobe InDesign
 - Adobe Illustrator
 - Adobe Acrobat
 - IOS Platform & Apps
 - Mac and PC OS
- Successful goal setting, follow-up, and achievement skills
- Ability to focus and specialize on specific tasks

Qualifications:

A mature, growing believer with a clear understanding of the Gospel, along with the ability to clearly communicate it.

1. Committed to spiritual integrity and professional excellence.

2. Committed to our community.
3. In agreement with our doctrine, mission, and 5B methodology.
<https://www.opendoor.tv/about-us/our-mission/>

Compensation:

This is a part-time, hourly position. Compensation is established by qualifications and experience.

Work Schedule:

Approximately 20-25 Hours (Monday – Friday, specific schedule will be determined with Communication Director). The above responsibilities are not intended to be an all-inclusive list. The staff at Open Door is committed to team ministry that pursues excellence with an attitude of “*whatever it takes to get the job done.*” Therefore, additional time may be required outside of regular work hours and normal schedules.