



## **JOB TITLE: GRAPHIC/WEB DESIGNER (Full-Time)**

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Reports To: Communications and Marketing Director  
Prepared by: Human Resources

FLSA Status: Exempt  
Date: October 29, 2019

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### **SUMMARY:**

The full-time Graphic/Web Designer position will develop graphics and related materials, including promotional materials that support the Communications Department's goals. This position performs a critical role in designing creative graphics for events, print, digital, social media, e-mail, and communication needs. The ideal **Graphic/Web Designer** candidate will be technically sound with a keen eye for detail and the ability to juggle multiple projects in a fast-paced environment. The **Graphic/Web Designer** should be comfortable with day-to-day production and be able to interpret and bring to life our church's story across various platforms, including both print and digital media.

This is a full-time exempt position, which reports directly to the Communications and Marketing Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The full-time Graphics Designer position's primary responsibilities include but are not limited to the following:

- Help conceive of and design assets for marketing collateral and branding materials including but not limited to: digital ads, email campaigns, print ads, landing pages, website banners, multimedia content, brochures, promotional items, flyers, logos and more.
- Must have a strong desire to understand our target audience and how to best reach them through artistic work.
- Maintain and design church's websites and landing pages.
- Embrace the organization's objectives while maintaining a strong desire to define/identify the look and feel of what is next in design and a passion for following the latest trends and technology.
- Exciting opportunity to provide art direction for photography shoots.
- Produce quality work under tight deadlines and self-manage their workload in fast paced team environment
- Collaborate with marketers, creative, and key internal stakeholders; supporting key stakeholders across the organization as needed.
- Think creatively to produce new ideas and be nimble to meet constraints of cost, time, and marketing needs.
- Create and maintain visual look and feel, graphics, and styles across materials, platforms, and channels.
- Develop and frame creative concepts that compellingly convey our brand positioning.
- Evolve the brand across several different types of print and digital media.

## **CORE COMPETENCIES REQUIRED:**

- Excellent customer service, interpersonal, verbal and written communication skills.
- Highly proficient in Adobe CS Design Suite – InDesign, Photoshop, Illustrator, Dreamweaver and relevant web design applications such as HTML, CSS, and Flash.
- Animation, motion graphics, sound and video editing capabilities are a plus.
- Interest in branding and ability to follow brand guidelines.
- Strong work ethic, demonstrated by relentless energy and drive to guide projects to completion.
- Exceptional multitasking, time management, and organizational skills, and sharp attention to detail.
- Ability to work closely and cooperatively (with grace under pressure) with a variety of internal constituencies.
- Ability to create positive working relationships with a diverse group of people and volunteers including gender, ethnicity, age, sexual orientation, and culture and skill level differences.
- Professional, courteous team player with a positive and friendly personality and dedicated work ethic is essential.
- Highly conceptual thinker with an exceptional eye for design, typography and understanding of color theory that is showcased in a proven portfolio.
- Successful candidates will be a creative self-starter who can work independently who is systematic and technically sound.

## **EDUCATION, CERTIFICATIONS AND LICENSES:**

The full-time Graphic/Web Designer position requires the following:

- Bachelor's degree or equivalent education and experience required.
- 3-5 years of experience in print and interactive design in a media, agency, digital, or start-up environment.
- Photo research and sourcing experience.
- Work experience in a church or non-profit preferred.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle, fingers to feel, and talk. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **SALARY and BENEFITS:**

Commensurate with experience, plus a benefits package that includes medical and dental insurance, as well as an employer-provided retirement contribution.

### **Equal Opportunity:**

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.

Open until October 16, 2020.

**How to apply:** Submit a cover letter and resume to Human Resources email [careers@alfredstreet.org](mailto:careers@alfredstreet.org)