



## Job Description

<b>Job Title:</b> Graphic Designer	<b>Revision Date:</b> September, 2019
<b>Department:</b> Communications	<b>Job Classification:</b> Exempt

**Position Overview:** Provides graphic and promotional planning support to Northshore ministries. This includes digital content, print production, and administrative/technical support.

### PRIMARY AREAS OF RESPONSIBILITY

- Creation of graphic design elements for promotion of Northshore’s vision, Sunday services, sermon series, ministries, and events
- Working with ministry leaders and/or support staff to form promotional campaigns
- Supporting the aesthetics of public areas with imagery, design consultation, and project collaboration
- Work to uphold graphic and style standards as defined in the Style Guide
- Facilitation of use of produced graphics for multiple platforms (digital, print, projection)
- Production of print materials for event and ministry promotion
- Enable the Support Staff to take the vision of an event and create additional materials such as postcards, fliers and custom specific pieces.
- Coordinate graphics for Enews, sermon slides, and web content.
- Organize photographers and images for special events

### REQUIREMENTS

- Advanced knowledge of Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.)
- Intermediate knowledge of Microsoft programs (Word, Excel, PowerPoint, Outlook)
- Familiarity with web authoring tools (html or CMS)
- Demonstrated written communication skills
- Proofreading of digital and written materials
- Must be a Member of Northshore or pursue membership

### **Other Skills/Abilities:**

- Creativity
- Ability to work on individual projects or with team
- Self-motivated
- Able to asses critique
- Attention to detail
- Knowledge of Motion Graphics a plus

### REPORTING RELATIONSHIPS

- **Immediate Supervisor:** Director of Communications
- **Supports:** Northshore ministry leaders, support staff

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the church.