

LIFE CHANGERS INTERNATIONAL CHURCH JOB DESCRIPTION

Job Title: Graphics/Creative Services Designer
Position Status: Full Time, Exempt
Reports To: Events Director
Effective Date: September, 2017

Job Summary: The Graphics Designer is involved in all aspects of designing, developing and publishing graphics, audio and video for all the ministries at LCIC and Valeo Academy. Additionally, the Graphics Designer will manage all the websites, social media and html related projects.

Essential Job Duties:

Design, create and publish all graphics for Life Changers Church, GDM , and Valeo Academy , audio, video, web postings, and content on apps, for all Life Changers International Church events, including but not limited to the following:

QUALIFICATIONS:

- A bachelor's 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.
- Ability work with both print and web design
- Proficient in Adobe Illustrator, Adobe Photoshop, Adobe In-Design, Adobe Creative Suite
- Have knowledge of a wide range of graphic techniques and concepts
- Interest or experience with website design and email templates
- Outstanding written and verbal communication skills
- Exceptional attention to detail, time management skills and spatial design
- Understanding of and passion for technology, social media and the internet
- Flexible and willing to adapt to changing or competing priorities; able to manage multiple demands; open minded, and continually seeking new ways to grow personally and professionally; driven to succeed and have a “can-do” attitude
- Able to take initiative and work independently in a fast-paced, ever-changing environment

- Passion for the creative world and for the church world
- Must be fully prepared to attend the church as a member, embrace church leadership and values

RESPONSIBILITIES:

- Work with other team members who include graphic designers, content writers, web developers, ministry leaders and other ministry professionals; contributes to team by coming up with new creative graphics, solutions, etc. and accomplishing related results as needed
- Design and develop all types of print and web media including promotional flyers, posters, templates, booklets, ads, posters, banners, and brochures, online email campaigns, social media graphics, and web graphics, digital page building, preparing proofs, and other required graphics or review proofs
- Maintain brand standards including image, message, style, icons, and logo usage
- Apply design experience and attention to detail to creative design solutions, proofreading and editing; work with and adjust written copy pertaining to graphic work
- Must execute design and layout concepts that are clear and concise
- Ensure operation of equipment by completing preventive maintenance requirements, following manufacturer's instructions, troubleshooting malfunctions, calling for repairs, maintaining equipment inventories, and evaluating new equipment
- Complete some projects by coordinating with outside agencies, art services, printers, etc.
- Maintain professional and technical knowledge by attending design workshops, reviewing professional publications and participating in professional development, etc.
- Work in a fast paced environment; execute work under tight production deadlines and ensure accuracy of look on the final or printed product; manage a high work volume; ensure established schedules and deadlines are achieved on a consistent basis; produce consistent work within established standards; prepare independently by gathering necessary information and materials; plans concepts by independently studying information and materials

Daily Task Examples:

- Fulfill daily tasks assigned to Creative Service
 - Book Cover Designs

- DVD and CD cover designs
- New Series Designs
- Special Event Designs
- Banners for New Events (design, print, cut)
- Invite Cards for new events (design, print, cut)
- Special services materials (i.e. offering envelopes, special giving cards, prayer cards)- (design, print, cut)
- Outreach postcards (design, print, cut, and mail)
- Ordering of materials for printers
- Ordering all paper and poster board for stock
- Bulletin production
- Special outreach materials i.e. Door Hangers, Bumper Stickers, Tshirts, Buttons, Outdoor Banners, Postcards

Physical Requirements

- Be able to sit for long periods of time producing graphics, content for websites, emails
- Be able to work on the computer for long periods of time
- Be able to operate large printers, changing ink cartridges, bending and lifting up to 10 lbs.
- Be able to work over 40 hours per week, including work on weekends and Sundays after services

HOURS:

Daily, M-F, Full time; whatever it takes to get the job done.

SALARY:

Based on skill and experience