

GRAPHIC DESIGNER / COMMUNICATIONS COORDINATOR

JOB DESCRIPTION

10/20/22

City Church Ministries has sub-organizations that includes City Church, Campus for Kids Learning Center, Abundant Life Christian School, Christian Life College-Madison and 97x FM. The Mission of City Church is 'Finding Joy in Jesus Christ and Sharing It'. We do that by working with excellence, joy, and with a spirit of service, to our Lord first and to our staff, families and community.

Vision:

The vision of the Communications Team at City Church is to create impressions through art, media, and every aspect of communication that draw people to the church, and ultimately, a relationship with Christ. The Graphic Designer/Communications Coordinator role within this team is to create digital and print projects from concept to completion ensuring our events are inviting and communicating accurate and appropriate information consistently across the City Church brand and message. This role plays an intricate part to amplify the mission of furthering God's Kingdom.

Accountable to: Arts and Communications Pastor

Duties and Responsibilities:

- Maintain a high level of communication including follow up on people, projects and action items
- Responsible for the weekly design, creation, print and delivery of the Sunday Handout
- Design the graphics for City Church internal ministries, Sunday's and other special services
- Create promotional digital and/or print materials for City Church internal ministries
- Creates City Church wide communication emails specifically the 'Weekly Update'
- Maintain an organized and prioritized project schedule that meets deadlines and exceeds quality expectations
- Work with City Church staff to acquire information regarding assigned projects and tasks
- Attend weekly collaboration meetings with the Arts and Communications Pastor and other meetings as needed

Education/Experience:

- Graphic Design Degree with 5+ years' experience
- History working/volunteering in the church or ministry setting preferred
- Proficient in Adobe Creative Suite and comfortable with Microsoft Office Suite
- Strong content writing skills

Job Qualifications:

- Clear background check that meets our ministry requirements
- Sense of the calling from God to become a part of City Church for this role
- Agreement of our Affirmation Statement

Interpersonal Skills/Competencies:

- **Effective Communication:** Clear/concise, portrays confidence, uses judgement and navigate difficulty
- **Relational:** People-oriented, builds trust with others and able to maintain good working relationships
- **Grit:** Strong sense of character with determination
- **Foresight:** Ability to anticipate future needs or potential challenges through past experiences
- **Adaptability:** Willing and able to quickly navigate change
- **Resourcefulness:** Ability to improvise and come up with solutions on the fly
- **Attention to detail and meticulous organizational skills**
- **Time Management/Prioritization:** Ability to judge between urgent and important needs in order to meet timelines and hard deadlines