

# Hope Community Church Job Description



**Job Title:** Graphic Designer  
**Reports to:** Graphic Design Lead  
**Department:** Communications

## Role Summary

Create compelling design that is effective in helping people grow in their relationship with Jesus while serving the vision of the church and partnering with ministries to produce high quality content.

## Primary Duties/Responsibilities:

- Complete assigned tasks from Graphic Design Lead
- Design a wide range of deliverables, including sermon graphics, print media, website and app graphics, promotions, special events, and ministry department projects
- Design social media graphics and additional marketing materials
- Maintain and encourage the use of Hope’s branding and visual guidelines
- Work on multiple projects simultaneously

## Skills and Abilities:

- Basic project management skills including ability to work with Comm team to plan, schedule and execute a project through to completion
- Excellent verbal and written communication skills.
- Complete projects by coordinating with ministry leads, printer, vendors, etc.
- Ability to coordinate several tasks simultaneously, work under deadline pressure and give attention to detail
- Strong design skills and attention to detail, typography, layout, and color
- Strong skills to artfully interpret design
- Strong interpersonal skills with regard to staff and public
- Ability to take direct criticism of work

## Education and Experience:

- Bachelor’s degree in Graphic design, and/or equivalent level of professional experience as demonstrated by current portfolio.
- Proficiency of skills in print design, preproduction, logo design, branding, information design, and as demonstrated by portfolio.
- Skillful graphic design and typography skills as demonstrated by current portfolio.
- 2+ years experience in digital/print design software
- Excellent skills in Adobe CC (Illustrator, InDesign and Photoshop)
- Must possess a proficiency of Mac OS software, email and web browsers
- Must possess a proficiency of time management and task management

## Physical Requirements of this role:

- Ability to regularly move about the facility

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Employee Signature

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Date

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Supervisor Signature

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Date