



Job Title	Graphic Design Coordinator		
Reports To	Communications Associate Director	Rev	Date Approved: October 2024

Level/ Grade	Type of position:	
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

PURPOSE OF POSITION

The Graphic Design Coordinator works closely with the Communications Associate Director. They must be able to conceptualize visions and ideas to effectively produce digital, web, print, and social media promotional materials that align with the Church at Viera brand while establishing timelines to keep the projects on task. They will be responsible for taking assignments and creatively executing strategies for use on multiple platforms.

JOB RESPONSIBILITIES

- Attend weekly creative meetings as well as all other church-wide staff meetings, events, and retreats.
- Provide print and digital design solutions for the Church at Viera brand and ministries.
- Assist Communications Associate Director to ensure all creative content across all channels are following the look and feel of the Church at Viera visual and brand standards.
- Conceptualize and create visual design content for digital, web, print, and social media promotional materials.
- Establish timelines and milestones for all graphics, allowing adequate margin for reviews, edits, and feedback prior to delivery.
- Keep key stakeholders (Communications Associate Director, Executive Team, ministry directors, etc.) informed throughout the process.
- Work with other ministries and departments to think ahead, see needs, and develop creative solutions.
- Work with staff members from individual ministry areas to think ahead, see needs, and develop creative solutions to satisfy their graphic needs.

EDUCATION

- High school graduate
- Bachelor's degree preferred

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EXPERIENCE

- Experience in a church or ministry preferred
- Previous office work or training preferred
- 3+ years of relevant experience in Graphic Design
- Proficient in Photoshop, Illustrator, and InDesign
- Highly adaptable and able to work under pressure.
- Strong eye for typography and layout
- Ability to build designs from conception to final product
- Collaborates and works well in a team environment with strong interpersonal skills

SKILLS

- A vital and growing personal faith in Jesus Christ
- Align with the vision, mission, and values of Church at Viera
- Highly adaptable and able to work under pressure.
- Strong eye for typography and layout
- Ability to build designs from conception to final product
- Collaborates and works well in a team environment with strong interpersonal skills
- Knowledge of Microsoft office products & generic database applications
- Working knowledge of general office equipment
- Ability to plan, prioritize and manage multiple tasks
- Ability to work independently to accomplish tasks without direction
- Ability to deal with problems efficiently and effectively while maintaining good working relationships.
- Excellent communication skills (phone, written, and personal)
- Full-time schedule with ability to be flexible with varying ministry needs.