



JOB DESCRIPTION

Employee: **Campus:** Original (Milner)
Position: Part time **Department:** Creative
Job Title: Graphic Designer **Direct Reporting:** Creative Director
Employee Status: Non-Exempt

I. Summary of the position:

The Graphic Designer's purpose is to create and maintain the brand and graphic content for services, events and conferences at Rock Springs Church and its affiliated campuses/ministries. He or she will design graphics for services and all communication channels.

II. Experience and Knowledge Required:

- Extensive knowledge and experience in Adobe Creative Suite (Photoshop and Illustrator).
- Task-oriented personality
- Ability to manage small projects
- Able to manage multiple projects simultaneously while meeting deadlines
- Written and verbal communication skills
- Organized and an eye for detailing
- Degree encouraged but not required.
- Must attend church regularly.
- Pastoral recommendation required.

III. Essential Functions and Responsibilities:

- Graphic design for Rock Springs services, promotions, and events
- Works under Creative Director to create all support design elements that are cohesive with the branding designated by the Creative Director.
- **Sample of work included but not limited to:**
 - Bulletin and printed materials associated with weekend services
 - Printed and digital materials associated with all events, services, promotions, and groups, online, & social media. Graphics and design for all ministries of Rock Springs Church including, but not limited to, All Campuses, RSCA & Learning Center, RS Clinic, Impact Ministries, Potter's House, Cancer Support, Student Ministry, Kids Ministry, Groups & Classes, Web, Social Media, Pastor's speaking engagements, Ads and promotional materials, etc.
 - All designs approved by Creative Director.

IV. Other Duties and Responsibilities

- Manage projects, organize tasks, and prioritize workload
- Communicate with team members and help them as needed
- Ability to meet tight deadlines
- All other duties as assigned

V. Qualities & Attributes

- Christian
- Life-giving
- Trustworthy and faithful
- Driven to pursue excellence
- High capacity multi-task individual comfortable working independently without constant supervision
- Share in the vision of Rock Springs to fulfill the Great Commission with integrity and compassion
- Highly self-motivated and directed
- Heart of a servant

VI. Personal Interaction

- Interaction with church members - people are our priority
- Routine contact with Pastors, Full and Part-time staff and volunteers

VII. Physical Demands

- Sitting for long periods of time
- Must be able to drive personal vehicle

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____