

Timberline Church

Graphic Designer Job Description

Job Title: Graphic Designer

Reports To: Communication Director

Effective Date: March 2018

Candidate Expectations:

The Graphic Designer is responsible for establishing and maintaining a creative, current, consistent, and engaging “look” for Timberline Church and its ministries. The qualifying candidate should be creative, poses excellent communication and time management skills, take initiative, be willing to accept criticism, work well with a team, and work well under tight deadlines. Candidates must be proficient in Adobe Creative Suite software (Photoshop, Illustrator, InDesign). Working knowledge of both MAC and PC operating systems and pre-print production is a plus.

Duties and Responsibilities:

This a guideline of duties and responsibilities and is to serve as a base guide for what is expected

- Function as a member of the Operations Team. This includes: Attending Operations meetings and working with members of the Operation Team in the development of the communication strategy for Timberline Church.
- Designing
 - Promotional Material (print and digital)
 - Church Bulletin Shells
 - Signage
 - Web Banners
- Managing any design interns
- Assisting ministries with Event and Ministry designs, some examples include:
 - Logo and Branding Materials
 - Fact Sheets/Brochures
 - Posters
 - Retreat Themes
 - Signage
 - Weekend and Mid-week theme creation
 - Special Ministry Requests
 - Working with outside vendors
- Must abide by the Timberline Church Ministry Covenant

Time Commitment:

The following is an estimate of the time that the candidate serving in this position will typically need to perform this job in an exemplary manner.

- This is a regular, full-time position (minimum 40hr), Monday through Friday