



First Free Church Ministry Description Graphic Designer

The Communications Department aims to inform, invite, and inspire. The Graphic Designer turns ideas and information into engaging print and digital assets that ultimately help people of all ages encounter Jesus, find community, and live a life of meaning.

Job Description Summary

This position is a part-time, hourly position of approximately 15-20 hours per week. Our Graphic Designer must be proficient in designing both print and digital assets.

Primary responsibilities include:

- Collaborate with the Communications Director and other ministries to lead the graphic design for materials including, but not limited to, web graphics, social media graphics, emails, flyers, brochures, slides, postcards, and signage
- Use graphic design to help the ministries of First Free effectively promote events and disciple-making opportunities
- Fully utilize current technology, new communication methods, and new venues in the implementation of the strategic plan of the department

Accountability

The Graphic Designer is part of the Communications team and reports directly to the Director of Communications.

Essential Functions and Responsibilities

- Design graphics to promote events, sermon series, and ministries to be used in a variety of formats and sizes
- Lead the design, layout, and production of various print pieces including the weekly bulletin, quarterly ministry update, and others
- Creation of graphics for website and social media platforms
- Create postcards and other print collateral (such as flyers, posters, etc) to promote events and ministries
- Other design projects as assigned

Personal Qualifications

Character and Commitment

- Is a committed follower of Jesus

- Demonstrates an authentic Christ-centered lifestyle
- Affirms the vision, values, and beliefs of First Free Church
- Good listener, able to understand and respond to the vision and needs of ministries
- Works well with others as a flexible team player
- Independent self-starter who is able to stay organized and work efficiently
- Has a desire for excellence and attention to detail
- Is a creative thinker
- Thinks the reports of Helvetica's death have been greatly exaggerated
- First Free is willing to consider both Order and Chaos muppets

Minimum Qualifications

- Associate's Degree in Graphic Design or commensurate experience
- Proficiency in Adobe Creative Suite (especially Photoshop, InDesign, and Illustrator) and desktop publishing
- Ability to prepare files appropriately for print or digital
- Familiarity with Wordpress and web design a plus