

JOB DESCRIPTION – GRAPHIC DESIGNER

I. Skills Required

- A. Experience with Adobe Creative Suite, Microsoft Windows, and digital photography
- B. Knowledge of layouts and typography
- C. Ability to work independently, but also collaborate in a team setting
- D. Ability to manage and prioritize multiple projects at the same time
- E. Attention to detail
- F. Excellent oral and written communication
- G. Strong project management and problem-solving skills
- H. Possession of a valid driver's license
- I. Night and weekend hours may occasionally be required

II Responsibilities

- A. Designing print materials, including brochures, posters, postcards, and banners
- B. Creating advertisements for multiple mediums, including newspapers and billboards
- C. Working with outside print vendors
- D. Generating and updating website content
- E. Proofreading and editing copy
- F. Supporting social media outreach
- G. Collaborating with team members and staff from other departments
- H. Overseeing projects from conception to completion
- I. Ensuring that all design work meets organizational branding standards
- J. Reporting directly to the Creative Services Director
- K. Attending all weekly staff meetings (held on Wednesdays)

III. Education/Experience

- A. Bachelor's degree in communication studies, marketing, graphic design, or related area
- B. At least three years of professional experience
- C. Experience using content management systems (CMS) and other web technologies
- D. Knowledge of HTML and CSS

Family Life Ministries, Inc. is an equal opportunity employer.