

Vineyard Columbus Position Description

Title: Graphic Designer

Reporting Relationship: Director of Operations

Classification: Fulltime, Salary, Non-Exempt

Department: Operations

Spiritual:

- Profess Jesus Christ as Savior and Lord
- Commitment to spiritual growth and a healthy lifestyle
- Model expectations and standards of Vineyard Columbus to staff and church
- Pursue and fulfill membership at Vineyard Columbus
- Understanding of the vision, mission, and values of Vineyard Columbus

Responsibilities:

- Provide creative direction for all Vineyard Columbus website, marketing, and corporate identity
- Manage multiple projects from concept through completion
- Create and present effective design solutions in a team environment to assist ministries with their needs
- Develop creative direction for online/offline services and programs
- Present design work to internal team and ministries
- Work with print and signage vendors as needed to obtain competitive project bids
- Plan and conduct photo shoots as applicable
- Collaborate on project schedule with Project Coordinator
- Steward resources effectively including design budget
- Create strategic plan
- Participate in professional development including improving design skills
- Develop, train, and deploy volunteer teams
- Mentor and develop graphic design interns
- As determined by Director of Operations and/or Leadership

Skills:

- Interpersonal relations
- Listening
- Verbal and written communication
- Organizational
- Time management (ability to multi-task and be flexible)
- Client focus
- Fiscal management
- Leadership
- Thrive in team environment

Design Specific Skills:

- Layout principles
- Aesthetic design concepts
- Strong Adobe Photoshop, Illustrator, InDesign, and Acrobat
- Pre-press and offset printing
- MAC OS X

Education/Experience:

- Bachelor's Degree in Graphic Design and/or 3-5 years related work experience
- Previous experience in design environment
- Previous experience in customer service
- Previous experience in team based environment

Prepared by: BLR

Updated on: 06/2011