

**Job Title:** Graphic Designer

**Department:** Technical Arts

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all skills, responsibilities, and duties required of the position.*

### ***Position Summary***

The CCCV Graphic Designer will create graphic art for both print and media use, through the guidance and vision of individual ministries. The Graphic Designer will process graphic requests for events, retreats, conferences, new ministries, and other CCCV activities. The Graphic Designer will also remain up-to-date on current trends, styles, and developments in design and techniques.

### ***Responsibilities and Duties***

- Process Graphics Requests
- Design for both digital and print projects
- Create promotional material for various events and campaigns
- Research, study, and execute current trends in graphic art and design
- Communicate with various ministry/project overseers
- Multi-task between various projects and deadlines

### ***Qualification Requirements***

- Proficient in Adobe Illustrator, InDesign, and Photoshop
- Proficient in Microsoft Office programs
- Computer hardware/software troubleshooting skills
- Self-start to completion project management skills
- Excellent in time management – sensitivity to deadlines
- Detail-oriented

### ***Education and Training***

Any combination of education and training which demonstrates the ability to perform the duties and responsibilities as described. A typical qualifying background would include a degree in Graphic Art and/or Digital Media, with work experience in a related field.

### ***Time Commitment***

20-25 hours per week, part time