

Graphic Designer Job Description

Title: Graphic Designer
Reports To: Communications Manager
Campus: Cooper City
Local/Global: Global

A global position focuses on ministry that is shared through all campuses. Always having a global heart and mindset even though you have local responsibilities.

Summary: The Graphic Designer will be responsible for creating original media content for Potential Church print, screen, and collateral projects. This person will take these projects from conception to completion in a fast-paced, collaborative environment. They will be highly skilled in Photoshop, In Design, and Illustrator, with additional related skills and abilities. This person will design for Potential Church and its multiple campuses. The Graphic Designer will maintain the highest quality of all collateral and actively seek to continually improve the production processes at Potential with unique and one of a kind designs. They will be project managed via BaseCamp (or other decided avenue), and use the designated location to upload design files. They are responsible for recruiting, developing, and training volunteers that are interested in learning graphic design. Staff members are charged with being ambassadors for Potential Church by protecting the vision and mission of Potential.

- Contribute creative designs based on inspiration from pastors, Communications Team, and Creative Team
- Staff is expected to attend all staff meetings and retreats
- Staff is expected to serve at all holiday services, including all services on Christmas and Easter
- Staff is expected to bring a positive, helpful, and cooperative attitude
- Staff is expected to tithe and have a spirit of generosity
- Staff is expected to become at least a silver Temple Centurion (explained via staff onboarding)
- Staff is expected to embody the mission, vision, and ethos of Potential Church
- Staff is expected to sit in at least one weekend service

Focus Areas:

Weekly:

- Collaborate with Communications Manager to ensure all support is provided and is ready for a weekly rundown
- Complete deadlines in a timely manner, and allow for collaboration from ministries on the design needed
- Actively engage in each ministry and the decisions being made
- Actively participate, maintain a problem-solving attitude, demonstrate the collaborative mindset, forward-leaning, and fill in gaps as needed

Monthly:

- Research, learn, and grow in graphic design (books, podcasts, seminars, etc)
- Invite and Lead at each DNA Team Night – Use this opportunity to train and develop your volunteers, and ongoing care and spiritual development.

Annually:

- Help coordinate and mobilize volunteers and teams for special events/holidays at Potential Church
- Collaboration with the team to revamp stage design
- Create clean and inviting environmental stage spaces
- Support and lead in annual events

Experience/Skills: Potential Church has a high capacity, driven staff with a culture of excellence and personal development. The church requires a self-motivated, proactive leader who is comfortable with a high level of involvement and a constantly developing environment. The Graphic and Print Coordinator must be able to collaborate with the entire Creative Team. The successful candidate must be excellent at developing volunteer leaders who develop other leaders and bring depth to volunteer teams, in addition to their artistic abilities. They must have excellent project management abilities and be able to balance multiple projects at once.