

Job Title: Graphic Designer

Reports To: Communications Director

Position Status: Full-time – 40 hours/week

Summary of Position

The Graphic Designer role at Mercy Hill entails crafting visually captivating and compelling content across diverse platforms. This position involves ensuring consistent adherence to brand standards across ministries, events, and communication materials. The successful candidate will also collaborate with vendors to ensure project timelines are met. Proficiency in various multimedia aspects, including design, layout, and some video capabilities is essential. The role will require close collaboration with the Communications Director and Creative Team supporting the multimedia needs of a dynamic multi-site church.

Conditions of Employment: Character, Culture, Competencies

**Performance Evaluation* - It is understood that the performance for this job will be primarily measured and evaluated by the Character, Culture, and Competency standards laid out in this job description.

CHARACTER:

1. Affirms Mercy Hill Church's Articles of Faith (which are the Baptist Faith and Message 2000).
2. Affirms Mercy Hill's Church Covenant for Covenant Members.
3. Models the biblical standard of personal conduct and lifestyle that is expected of all covenant members.
4. Fully participates in the life of Mercy Hill Church as an active covenant member.



CULTURE:

Staff Distinctives

1. We think deeply.
2. We are a hungry staff.
3. We are white hot worshippers.
4. We are fun to be around.
5. We are data driven people.
6. We are going to focus what is primary.
7. We build teams.
8. We see an extreme value in the weekend gathering - disciples are made in rows and circles.
9. We are a pragmatic bunch of people.
10. We have courageous faith.

COMPETENCIES:

Job Competencies

1. Proficiency in all aspects of multimedia production, including graphic design for web and print, video editing, file management, and other relevant skills.
2. The ability to uphold and enforce brand standards consistently across different projects, ministries, and events.
3. Effective communication, openness to feedback, and the ability to leverage collective creativity for the most impactful multimedia outcomes. Embrace a learning mindset and stay open to acquiring new skills.

Duties and Responsibilities

1. Graphic Design

- Create visually appealing and on-brand graphics and media for both print and web deliverables, including but not limited to booklets, promo materials, service slides, social media, and web graphics, etc.



- Efficiently manage time to meet project deadlines. Prioritize tasks, handle multiple projects simultaneously, and adapt to changing priorities in a fast-paced environment.
- Collaborate with the Creative Team to conceptualize and design assets that effectively communicate key messages and enhance brand presence.
- Work with third-party vendors to upload, order, and maintain quality control over various deliverables.
- Stay updated on design trends and incorporate fresh ideas into various multimedia content.

2. File Management

- Efficiently manage and organize digital assets, including graphics, images, and design files. Implement a systematic filing structure to ensure easy retrieval and accessibility for team members.
- Establish and enforce version control processes to track iterations of design projects.
- Implement clear file naming conventions to streamline collaboration and minimize confusion within the creative team.

3. Web Design

- Build pages, blog posts through the Wordpress platform.
- Periodically update pages and media to continually keep engaging content live.
- Collaborate with others on the creative team to ensure seamless integration of design elements and optimal user experience.

Job Requirements

Previous Experience & Credentials:

- Associates/bachelor's degree in graphic design, Multimedia Arts, or a related field preferred but not required. A portfolio showcasing your work and experience is required, however.
- Proficiency in graphic design tools such as Adobe Creative Suite (Photoshop, Illustrator, Premiere, InDesign).
- Experience with web design platforms (WordPress, etc.) and video editing software is preferred.
- Photography and video editing knowledge and experience preferred but not required.



- Excellent creativity, attention to detail, and the ability to work collaboratively in a fast-paced environment.
- Strong communication skills and the ability to translate concepts into visually appealing content.

Office Hours and Work Schedule

1. Office Hours: 5 days per week (Monday, Tuesday, Wednesday, Thursday, and Sunday) or as assigned by supervisor.
2. Holidays: All staff-wide holidays as outlined in the Staff Handbook.
3. Time Off: Consult Mercy Hill Handbook for time off policy.

Organizational Relationship

Communications Director – **Primary**

Executive Pastor of Worship Services – **Secondary**

This job description is subject to change at any time.

[Your Name], [Graphic Designer]

Date

Nate Smith, Communications Director

Date