

Responsible to: Executive Pastor of Creative Arts

Status: Full-Time, Hourly

General Position Overview: The Graphic Designer will be responsible for creating and leading the design and implementation of all visual communication, marketing strategies and Whittier Area Community Church branding. Design, manage and schedule graphics/branding for WACC utilizing print, website, and social media.

Supervisory Responsibilities:

- Carries out supervisory responsibilities following WACC's policies and applicable laws.
- Coordinate with print vendors, employees, and interns; addressing complaints and resolving problems.
- Manage the Communications Budget along with the Executive Pastor of Creative Arts.
- Responsible for all Design and Photography volunteers.
- Lead design and photography meetings.

Ministry Responsibilities:

- Protect, develop, and maintain the WACC brand in all visual communications.
- Manage all incoming internal ministry requests and projects.
- Manage all promotions for WACC.
- Schedule, assist in writing and manage all verbal communications.
- Integrate copy for all promotional pieces.
- Produce and manage all weekend experience print materials.
- Attend all Creative Arts planning meetings as needed.
- Manage design elements for the website.
- Assist in effectively communicating the weekend experience & special events on the website.
- Assist in the management of all social media accounts as needed.
- Produce series branding for all sermons.
- Manage day-to-day operations for the Design Department.
- Work closely with the Senior Pastor and Executive Pastor of Creative Arts, along with other Pastors and Staff Members to create an outstanding weekend experience and special event graphics.
- Responsible for design of handouts, all church mailers, all-church events, and holidays.
- Responsible for a portion of ministries' design needs (as time/resources permit).
- Responsible for most coordination and communication with outside printers.
- Manage WACC placement in search engine sites such as Google, Yelp, Foursquare, etc.
- Manage and create weekly & special email campaigns.
- Manage photography needs, editing and archive organization.
- Assist with all weekly programs, holiday and special event programs as needed.
- Performs other duties as assigned to assist department in obtaining and maintaining its mission.

Qualifications:

- Minimum five years of experience leading a communications, marketing, or design team.
- Have a proven track record of effective management of multiple teams in a complex environment.
- Graphic design background: Must have strong background in computer programs such as Photoshop, Illustrator, InDesign, Dreamweaver and FTP, CSS, HTML, PHP experience.
- Strong photo editing skills using Photoshop and/or Lightroom.
- Experience with photography and camera equipment.
- In-depth knowledge and understanding of social media platforms and their respective participants (Facebook, YouTube, Twitter, Flickr, Instagram etc.) and how they can be deployed in different scenarios.
- Experience in office programs such as Word, Excel, Acrobat and Outlook.
- Keen attention to detail and ability to provide constructive critiques.
- Ability to balance a project's creative and visual requirements with schedules, budget, and staff limitations.
- Maintain a high design standard in all projects.
- Be a good team player, willing to work with different ministry teams when needed, but also able to work productively on their own.
- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Be committed to the theological stance of the WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- Ability to effectively interact with staff regarding areas of responsibility.
- Church ministry experience is strongly desired.
- Excellent written and oral communication skills.

Working Church Staff and Volunteer Relationships:

- Report directly to the Executive Pastor of Creative Arts.
- Be a responsible and contributing Communication Team player.
- Participate in meetings, worship services, retreats and conferences as requested by Supervisor and/or the Senior Pastor.
- Participate in Senior Pastor designated "all-in" church wide (volunteer) events (i.e.: Easter, Christmas, Serve, VBS).
- Be actively involved in WACC church life (i.e.: attend Sunday services, participate in a Grow group, and/or volunteer in its ministries).
- Be informed of and function within the guidelines outlined in the WACC Employee Handbook.

Benefits and Compensation:

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- Salary and benefits will be reconsidered each year by the Salary Review Team.
 - Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Employee Handbook.
 - This is a full-time, 32 hour per week paid position.