



JOB DESCRIPTION: Assistant Graphic Designer

SUMMARY: The Assistant Graphic Designer will assist the Graphic Designer at Coram Deo Bible Church by creating and producing graphics for print, screen, and web.

REPORTS TO: Graphic Designer **STATUS:** Non-Exempt/FT **SUPERVISORY ROLE:** No

QUALIFICATIONS: This person must be spiritually mature, humble, trustworthy, confidential, flexible, and detail oriented. In addition to that, they must have experience with graphic design, website design and development, and information technology. Knowledge of Adobe Illustrator, InDesign, and Photoshop, and Microsoft PowerPoint required. Experience with MAC computers preferred.

ESSENTIAL ROLES AND RESPONSIBILITIES INCLUDE:

- Work closely with and take work direction from the Graphic Designer in the creation of graphic needs for the ministries of Coram Deo Bible Church
- Assist in designing and producing ministry-specific publications, advertising, and signage
- Assist in producing message notes for weekend services
- Assist in maintaining and updating the website
- Straighten and replenish churchwide communications materials, pens, etc. in the lobby
- Stock and maintain printer paper supplies in both work rooms
- Serve as the point-of-contact for printer service calls and errors

Support

- Primary back-up for Graphic Designer
- Back-up for Worship & Production Admin for message PowerPoint creation
- Answer, screen, and direct incoming office calls, as needed
- Serve others, as needed

IN GENERAL: This person will do what is necessary to fulfill the mission and initiatives of Coram Deo Bible Church.

This job description was updated in May 2022 and is subject to review and revision, as needed. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.