



# CORAM DEO

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## BIBLE CHURCH

### **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 Photoshop, InDesign, and Illustrator required.

#### **ESSENTIAL ROLES AND RESPONSIBILITIES INCLUDE:**

- Work closely with and take work direction from the Graphic Designer in the creation of graphic needs for Coram Deo Bible Church
- Assist in producing weekly ebulletin and message notes for weekend services
- Assist in designing and producing ministry brochures, forms, inserts, cards, and signs
- Design and produce graphics for ministry specific publications, advertising, and signage
- Assist with the researching of stock images and create an internal file structure for current and future designs
- Create website graphics for events
- Ensure accurate information is uploaded, linked, and published on the website
- 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 and replenishing churchwide communications materials in the lobby
- Answer, screen, and direct incoming office calls, as needed
- Serve others, as needed

**IN GENERAL:** This person will do what is necessary to assist the Senior Pastor and Graphic Designer in fulfilling the mission and initiatives of Coram Deo Bible Church.

This job description was updated in January 2020 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.