

GRAPHIC DESIGNER+

Second Presbyterian Church is seeking a full-time, highly motivated creative individual with strong communication and organizational skills. This individual would be responsible for layout and design for a wide range of communications materials to support the mission of Second Presbyterian Church and related ministries. Second Presbyterian places a high value on excellence and offers a competitive salary based on experience.

JOB DESCRIPTION

Production Design

- Collaborate closely with the Communications Director and the Art Director
- Prepare print-ready files to send to various vendors
- Create PDFs for print and ministry review
- Prepare images for online and mobile applications
- Catalog and reference art for future projects
- Perform various print production tasks such as printing, cutting, folding, and poster mounting
- Prioritize tasks with the Production Manager, while working in a team environment, to accomplish short-term and long-term deadlines

Graphic Design

- Meet and communicate with our ministries to understand what they want out of a project, and help them get those ideas out in a workable way
- Design advertisements, annual reports, artwork, books and their covers, brochures, logos, magazine covers, signs, stickers, tee shirts, web pages, and other branding and communication materials
- Create designs by hand, drawing, or painting—or use computer software to achieve similar ends
- Pitch ideas of how to actualize a ministry's project
- Revise a design or project asset to meet specifications
- Learn how to use a new software or program
- Work as part our team to create a larger design, or to complete a small portion of a big project, such as perfecting a unique font

Content Creation

- Research ministry-related topics
- Prepare and brainstorm concepts with the Art Director before presenting ideas to the Communications Director
- Create content for social networks and website, including graphics, photographs, and motion graphics
- Schedule and post content on our social networks and monitor engagement
- Identify trends and recommend new topics and ways of engaging
- Coordinate with Communications Director and Art Director on creating graphics for articles
- Update church website
- Attend special events for photography and social media coverage

KEY SKILLS / COMPETENCIES

- Proficient with Adobe Creative Cloud apps, specifically InDesign, Illustrator and Photoshop
- 2-3 years experience in graphic design including multi-page layout and development of promotional pieces
- Strong people skills that enable them to work well with clients and co-workers
- Some web and mobile design experience preferred
- Keynote/Powerpoint skills a plus

Send resume and a link to your online portfolio to Robb Roaten, Director of Communications, at robb.roaten@2pc.org