# Job Description

*Prince of Peace is a congregation of the Evangelical Lutheran Church in America*
*UP with God. IN through Community. OUT for the World.*

| Position Title | Web and Graphic Designer |
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| Classification | Part time: 20 hours per week. |
| Team | Communications |
| POP Values | **Faith:** We value growing in our relationship with God<br>**Christ Centered Community:** We value relationships in which we grow together to celebrate one another's joys and bear one another's burdens<br>**Service:** We value providing for the needs of others in Jesus' name |
| Core Purpose | The Web and Graphic Designer is responsible for the creation of graphics for all ministries at Prince of Peace, website maintenance, brand management and creation of promotional materials for print, web, and social media. |
| Essential Functions | **Website**<br><br>• Coordinate with the Communications Director in all efforts related to the creation and development of Prince of Peace and CDLC websites, working with third party developers as needed.<br>• Proactively work to make sure Prince of Peace maintains an effective presence on the web including style/presence, search engines, new technology<br>• Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) are posted regularly<br><br>**Promotions**<br><br>• Create promotional materials for print, web, and social media.<br><br>**Design and Brand Management**<br><br>• Lead efforts to design all art and promotional materials related to church-wide activities with a high standard of creativity, excellence, and effectiveness<br>• Monitor the look, vibe and feel of all promotional materials representing the Prince of Peace brand<br>• Oversee the use of logos and images that represent Prince of Peace<br><br>**Creative Arts**<br><br>• Work closely with all Ministry Teams to create graphics, slides, announcements, and promo slides.<br><br>• Other duties as assigned. |

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| **Competencies Required** | <ul><li>Ability to create scalable designs that can be used in various mediums to tell a story and represent our brand.</li><li>Excellent written, verbal, and visual communications skills.</li><li>Demonstrated ability to work creatively and effectively to manage multiple projects and shift priorities to meet changing deadlines.</li><li>Expert proficiency in Adobe Creative Cloud (PC & Mac) and Microsoft Office.</li><li>Previous experience with Wordpress, minor HTML coding, MailChimp (or other email marketing software) and social media platforms.</li><li>Demonstrated ability to tell a story through print and digital media.</li><li>Detailed editor of written content.</li><li>Ability to collaborate creatively and conceptually.</li><li>Strategic thinker using market research and a creative problem solver.</li></ul> |
| **Physical Demands** | <ul><li>Ability to sit at a computer for several hours at a time.</li></ul> |
| **Work Environment** | <ul><li>This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.</li></ul> |
| **Travel** | <ul><li>No travel is expected for this position.</li></ul> |
| **Education and Experience Preferred** | <ul><li>Bachelor's degree in related field such as graphic design, communications, or marketing.</li><li>5 years' experience in graphic design or communications with increasing responsibilities including organizational communications, especially graphic design, website management, and social media.</li></ul> |
| **Additional Eligibility Requirements** | <ul><li>N/A</li></ul> |
| **Supervisory Responsibility** | <ul><li>Volunteers and Interns</li></ul> |

Disclaimer*: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*