



## GRAPHIC DESIGNER

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REPORTS TO Creative Director  
CLASSIFICATION Full Time, 40 - 45 hours per week  
EXEMPTION Exempt

### POSITION SUMMARY

We're looking for someone who lives and breathes design. This person will use their talent to tell the story of the gospel and the story of Valley Creek through visual media.

### GIFT BASE

- Self Leading
- Coachable
- Collaborative
- Innovative
- Flexible

### ROLE REQUIREMENTS

- A passion for following Jesus and unity with the vision of Valley Creek
- Ability to lead and equip a graphic design serve team
- Proficient in Adobe Creative Suite software
- Absorbs the vocabulary and culture of Valley Creek that translates into visual language
- Continually learns and grows in design as methods change and evolve
- Receives feedback and coaching with a heart to serve

### ROLE RESPONSIBILITIES

- Create print and digital collateral for all Valley Creek ministries and initiatives.
- Collaborate with video and photography teams to create campaigns that have multiple mediums.
- Ensure consistency with brand guidelines across various visual platforms.
- Manage design projects from concept to completion, including initial ideation, layout, revisions, and final production.
- Maintain organized files and archives of draft and final work projects.
- This is not an exclusive list of responsibilities, other tasks may be assigned according to ministry needs.

### WORK HOURS

- Work hours are Monday – Friday, 8:30am to 5pm
- Required to work during all worship experiences on Christmas Eve and Easter, as well as other possible events outside of normal working hours.