



Graphic Designer

Vision: The Graphic Designer takes conceptual ideas and creates visual representations for electronic and print media while collaborating with our Creative Arts team and other ministries of The Bible Chapel.

General Responsibilities:

- Design graphics to meet specific promotional needs for ministries of The Bible Chapel (social media, directional signage, handouts, booklets, Canva templates, and other graphic needs as assigned).
- Collaborate with Creative Arts Team and all ministries of The Bible Chapel
- Schedule and complete projects based on priority to balance workload and meet deadlines, which might include multiple simultaneous projects.
- Amend designs based on ministry leader and Creative Arts Team feedback.
- Collaborate with Creative Arts Manager via the Creative Arts Communication Plan
- Communicate effectively with ministries during design process and completion.
- Proficient in Adobe Creative Suite (Photoshop, InDesign, Illustrator)
- Knowledge of Canva is preferred but not required.
- Regular attendance at TBC church services, meetings, activities, staff functions, and events strongly encouraged.
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts: Administration, Discernment, Encouragement, Creative Communications

Experience: The ideal candidate would be a believer in Jesus Christ and have at least 3-5 years of graphic design experience. Secondary education in related field preferred but not required. Candidate should have ability to multi-task and should have good time management. Creativity, attention to detail, ability to meet deadlines, good communication, and being a team player are essential skills.

Time/Allocation: Part-time, salaried position, hybrid position (two days per week in office and any required meetings as needed).

Hours: up to 25 - 29.5 hours per week

Accountability: Graphic Design candidates must be a member or regular attender of The Bible Chapel. The Chapel Graphic Designer is supervised by the Creative Arts Manager.

*This Job Description is subject to change at management's discretion.