

**YORBA LINDA FRIENDS CHURCH
GRAPHIC DESIGNER
JOB DESCRIPTION
FULL TIME**

JOB PURPOSE

To serve the church by developing the image of the church through graphic design.

ESSENTIAL FUNCTIONS

Some of the primary duties include:

- Create and produce visual elements for Friends Church's print, web, video, and apps following the Friends Brand Guide
- Collaborate with the Creative Team as well as additional freelance designers on all communication projects
- Design and produce campus environmentals such as signage, banners, etc.
- Produce visual solutions developed to the specific needs of the ministries of Friends Church
- Assist in print production (printing, cutting, folding, etc.)
- Attend staff meetings and retreats as necessary
- Cooperate with the Communications Manager by performing any other duties when assigned or instructed

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are members of Yorba Linda Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: BA, or BFA Degree in Graphic Design, or related field; 2 – 4 years of experience in the field or related area; or equivalent combination of education and experience.

KNOWLEDGE AND SKILLS

SKILLS: Should have extensive knowledge of professional graphic design and office software; including Photoshop, Illustrator, In Design, Acrobat, and Microsoft Office. Must have a solid working knowledge of print production processes. Must have proven experience with digital design such as website design, apps, email template design and some knowledge of video and motion graphic software is beneficial but not required. Good time management, coordination, active listening skills, and judgment and decision-making.

ABILITY: Ability to comprehend oral and written information. Must display inductive reasoning, originality and fluency of ideas.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds

WORK ENVIRONMENT: *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*
The noise level in the work environment is usually moderate.