

Graphic & Digital Content Designer



GRAPHIC & DIGITAL CONTENT DESIGNER ROLE DESCRIPTION

The Graphic & Digital Content Designer furthers the vision, purpose and programs of Cherry Hills through developing and directing the church's core visual images that communicate ministry values and objectives to the congregation and community.

RESPONSIBILITIES

Produce Graphic Art and Visual Materials for Church-wide Ministry Initiatives

- Assist in brainstorming the branding and promotion of ministry events
- Provide event graphic support that includes, but, is not limited to: advertisements, products, packaging and informational materials

Produce Weekly Social Media Video and Photography Support

- Collaborate with Communications team to capture the weekend services through video and photography for use on social media platforms
- Create and edit video content that lives on social media
- Capture photography of weekend services and church wide events for use on social media and marketing resources

Provide Weekly Graphic Support to Weekend Production and Creative Arts Team

- Produce weekly announcement slides for Worship Center and Chapel
- Update rotating information on internal television network

Provide Coaching to Ensure High Quality Design and Consistent Church Voice

- Coach non-design staff and volunteers to uphold best practices and graphics standards
- Provide direction to contract labor to uphold best practices and graphic standards

Recruit and Lead a Highly Effective Creative Services Volunteer Team

- Build a culture defined by love and unity
- Train, lead and direct staff and volunteer teams for maximum impact
- Cast vision regularly by sharing stories and celebrating wins
- Provide coaching and feedback for continuous improvement

Ensure Accurate, Timely Response to Communication Requests

- Manage email, voicemail and communication requests in a timely, thorough manner
- Set interview appointments, share about area resources and answer questions
- Build trust by maintaining confidence of information
- Respond to all requests with professionalism, discretion and service-orientation

Manage Projects Using the Communications Project Database

Perform Other Duties and Tasks as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Communications Director
- Attend department and All-Staff meetings

REQUIREMENTS

- Bachelor's degree in Journalism, Communications, Marketing, Public Relations or related field
- 1-3 years related experience in marketing or content creation
- Experience with Microsoft Office Suite
- Experience with Adobe Creative Cloud (Photoshop, Premiere Pro) or equivalent digital media editing tools is a plus
- Strong writing and verbal communication skills.
- Experience in web maintenance and Word Press preferred
- Excellent active listening, problem-solving, client management, and customer service skills
- Proven ability to work under pressure and multi-task, managing multiple priorities and meeting deadlines
- Proven graphic design skills

WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – which is about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

WHO YOU ARE

You Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold Cherry Hills' [Statement of Our Faith](#)

SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

Graphic & Digital Content Designer

MINISTRY:
Communications

The following spiritual gifts are recommended for this role:

Administration
Craftsmanship

SUPERVISOR: Communications Director

POSITION TYPE: Full-Time, Exempt

HOURS PER WEEK: 40 Hours

SALARY RANGE: \$40,020 - \$60,031

BENEFITS: Eligible Medical, Dental, Vision, 403(b), Paid Vacation and Sick Leave