

Helping People Move From Where They Are To Where God Wants Them To Be

Graphic Designer

Campus: Olson Farms

Schedule: Monday - Friday

I. Summary of the Position:

Responsible for creative design of graphic and video elements across all ITOWN Church content. The graphic designer will work to create excellent and relevant media products..

II. Experience and Knowledge Required:

- Four (4) years of college or equivalent combination of education and experience
- Ability to multitask in a fast-paced environment
- Working knowledge of graphic fundamentals, including print, presentation and web design
- Ability to perform with limited supervision
- Willingness to understand the intricacies of a ministry-conscious environment
- Extensive knowledge and experience in Adobe Creative Cloud Suite (Photoshop, InDesign and Illustrator)
- Basic knowledge and experience in Adobe After Effects and Premiere Pro a plus but not required
- Very high attention to detail
- Excellent written and verbal communication skills
- Personal characteristics of professionalism, credibility, commitment to high standards, innovation, judgment and accountability

III. Essential Functions and Responsibilities:

- Ensure that engaging and excellent content is created in a timely manner that will enhance all aspects of ITOWN Church
- Participate in brainstorming sessions with ITOWN creative team
- Conceptualize ideas and generate multiple concepts for projects
- Communication with creative director, team members, and other departments at ITOWN.
- Work with the creative director and graphic design team to conceptualize and execute the creative vision for ITOWN Church

IV. Other Duties and Responsibilities:

- Regularly communicate with the creative team for status updates on pending projects, and engage in weekly follow-up discussions to get feedback for final products

- Ability to lead and assist others in a friendly, consistent, and productive manner
- Assist other ITOWN departments with graphic design needs
- Occasionally operate live production equipment during services or events as needed
- During non-business hours, he or she should be available for rare emergency work
- Other duties as assigned

V. **Attributes:**

- Life-giving spirit and attitude
- Driven to pursue excellence
- Creative mindset
- Out-of-the-box thinker
- Task-oriented
- Demonstrate loyalty to the vision of the team and church
- Must embrace the vision of ITOWN to fulfill the Great Commission with integrity and passion
- Heart of a servant
- High-capacity, multi-tasking individual who is comfortable working independently without constant supervision while also being able to work as a team player
- Strong written/oral communication and interpersonal skills

VI. **Extent of Personal Contact:**

- Routine contact with ITOWN staff and volunteers
- Routine contact with outside vendors

VII. **Physical Demands:**

- Sitting for long periods of time
- Must be able to drive personal vehicle or an ITOWN vehicle

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____