

## COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Graphic Designer- Contract	Creative Content Team - Worship Experiences Dpt.	Communications and Marketing Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Contract/Remote- 1099	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Salary <input checked="" type="checkbox"/> Hourly *Billable hours	09.2024-cb

### WHO WE ARE

We are guided by our fundamental values, our **CORE4**, which define our culture and support our mission to lead others to a life changing relationship with Jesus:

- **Roof Wrecker (RW):** Willing to go above and beyond to help others connect with Jesus.
- **Game Changer (GC):** Committed to doing whatever it takes to advance the Kingdom.
- **Ephesians 4 (E4):** Focused on raising others up to fulfill their potential and contribute.
- **We Over Me (W/M):** Prioritizing the good of the team over personal gain.

### POSITION SUMMARY

Focuses on producing high-quality graphic designs that align with the church's brand and mission, requiring proficiency in graphic design softwares and effective remote collaboration.

### KEY DETAILS

Important elements, expectations, and responsibilities related to the graphic design contract.

- **Remote Team Collaboration (E4, W/M):** Work independently, maintaining productivity while effectively managing time and resources. Attend weekly Creative Team meetings via video conference as needed during active projects, engaging in brainstorming and ensuring alignment with the church's vision.
- **Vision Alignment (E4, W/M):** Translate the church's vision into effective visual strategies and contribute to design projects that support strategic goals as assigned.
- **Project Management and Communication (E4, W/M):** Collaborate with the staff Graphic Designer on projects, providing regular updates via email or project management tools. Create graphics promptly, managing time effectively to meet deadlines and prioritizing urgent tasks.
- **Creative Execution (RW, GC):** Produce high-quality graphics (logos, layouts, iconography) that align with the church's brand and communicate clearly across platforms. Ensure designs reflect the mission to lead others to a life-changing relationship with Jesus and secure all necessary copyrights and usage rights.

### COMMITMENT TO CHRIST and CCC:

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth practices..
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.

### TEAMWORK and PROFESSIONALISM:

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

## Minimum Qualifications

### Education:

- A Bachelor's Degree from an accredited institution or the equivalent with preference given to Graphics, Design, Print Management or related fields.
- Consideration will be given to candidates having experience and demonstrated proficiency in the field.

### Experience:

- Must have a minimum of three (3) years professional experience in a design or publication department, an ad agency, or other related field is preferred.

### Knowledge, skills, and gifts:

- **Technical Proficiency:** Proficient knowledge of graphic and publication software, specifically Adobe Creative Suite (Photoshop, Illustrator, and InDesign are critical). Experience and proficiency with Microsoft Office and Google applications.
- **Independence and Communication:** Ability to work independently with efficiency, effectiveness, and composure. Excellent written and verbal communication skills.
- **Organizational Skills:** Strong multitasking and prioritization abilities to manage work assignments effectively. Excellent organizational skills with a strong attention to detail.
- **Interpersonal Skills:** Excellent interpersonal relational skills, with a friendly attitude. Willingness to collaborate effectively with others.
- **Service Orientation:** Strong heart for service, demonstrating a commitment to supporting the needs of others.

## CONTRACTUAL AGREEMENT

This contract position is considered at-will, meaning either party may terminate the contract at any time, for any reason, unless otherwise stipulated in the agreement. The contractor will be engaged on an as-needed basis. Compensation will be based on billable hours, and the contractor will use their own equipment. As a 1099 contractor, the individual will not be entitled to employee benefits associated with Compassion Christian Church. Additionally, all contracted work will remain the intellectual property of the church, and confidentiality regarding sensitive information is expected.

Reviewed with Contractor by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Received and accepted by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_