



Communications Graphic Designer (Part-Time)

Position Type: Part-Time (8–10 hours/week with additional hours during holidays and seasonal ministry events)

Work Location: This position requires regular in-office availability for collaboration, meetings, and creative planning

Reports To: Communications Director

Department: Communications

Compensation: \$23–26/hour

Position Description

The EHills Communications Designer supports the Communications department's day-to-day design needs by creating high-quality print, digital, and internal communication materials for ministries across EHills. This role plays an important part in helping ministries communicate effectively through creative, on-brand, and well-executed design.

The ideal candidate is a dependable, knowledgeable designer who thrives in a fast-paced environment, manages multiple projects simultaneously, and consistently meets deadlines. They communicate well, collaborate effectively, pay close attention to detail, and understand how to apply the EHills brand across a variety of platforms. This role requires flexibility, strong organizational skills, and the ability to balance planned projects with time-sensitive requests while maintaining a high standard of quality.

Essential Duties & Responsibilities

- Create print, digital, and internal communication materials that support ministries across EHills.
- Apply and maintain EHills brand standards across all design projects.
- Manage design projects from concept through final delivery while meeting established deadlines.
- Collaborate with ministry leaders to understand their vision and communication goals, translating them into visually engaging, on-brand communication materials.
- Prepare production-ready files for print and digital distribution.
- Ensure all work meets a high standard of accuracy, quality, and attention to detail before final production or distribution.
- Manage multiple projects and priorities while maintaining excellent organization, communication, and a positive, flexible, team-oriented attitude.



- Provide design support for church-wide initiatives, seasonal campaigns, and special events as needed.
- Design projects may include handouts, digital graphics, sermon series graphics, posters, banners, TV slides, presentation graphics, print pieces, event signage, and other communication materials.

Qualifications

- Bachelor's degree in Graphic Design or a related field preferred.
- Three to five years of professional graphic design experience (agency, in-house, freelance, or equivalent).
- Proficiency in Adobe Creative Suite (Illustrator, InDesign, and Photoshop) and Canva.
- Strong understanding of graphic design principles, typography, layout, color, and composition.
- Knowledge of print production and digital design best practices.
- Excellent attention to detail and the ability to produce high-quality work while meeting deadlines.
- Strong communication and collaboration skills, with the ability to receive feedback and adapt designs to meet ministry needs.

How to Apply

Applications must include both a résumé and a portfolio to be considered.

Please email your résumé and portfolio to christie.carver@ehills.org.