Signal Mountain
PRESBYTERIAN CHURCH

CREATIVE DESIGNER

CREATIVE DESIGNER

Part-time hybrid position
20 – 25 hours/week

POSITION SUMMARY

- The Creative Designer serves as a key creative partner on the Communications Team at Signal Mountain Presbyterian Church (Signal Pres), helping bring the mission, ministries and stories of Signal Pres to life visually.
- Working under the strategy and creative direction established by the Director of Communications, the Creative Designer produces thoughtful, engaging and cohesive visual work across print and digital platforms.
- The ideal candidate is a strong visual communicator who brings creativity, excellent design judgment and attention to detail to their work while collaborating well with others.
- This is a hybrid position, with a combination of on-site and remote work based on project needs, meetings and the rhythms of church life.

RESPONSIBILITIES

- Translate creative direction into polished visual assets for sermon series, Sunday Worship, ministries, events and church-wide campaigns, adapting approved designs and templates across multiple sizes, formats and communication channels.
- Apply Signal Pres's visual identity consistently across communication channels.
- Make routine website updates, prepare digital assets for web use and prepare files for professional printing.
- Provide occasional basic video support, including trimming footage, adding captions and preparing files for digital platforms.
- Maintain an organized library of photos, graphics, templates and other creative assets.
- Collaborate with ministry staff and other creative partners, with projects and priorities coordinated through the Director of Communications.

REQUIREMENTS

- Demonstrate a growing relationship with Jesus Christ and a commitment to the mission of Signal Pres.
- Strong understanding of typography, hierarchy, layout, composition and visual storytelling.
- Proficiency in Adobe Creative Cloud, particularly InDesign, Illustrator and Photoshop.
- Experience with Canva, including developing and maintaining templates for ministry staff.
- Ability to take creative direction while contributing thoughtful ideas and sound creative judgment.
- Organized, dependable and able to manage multiple projects and deadlines.
- Strong collaborator who communicates clearly and receives feedback thoughtfully.
- Attend weekly staff meetings and other required on-site meetings.

ACCOUNTABILITY

The Creative Designer reports to the Director of Communications and works under their guidance to support the church's communication strategy, priorities and creative direction.

EVALUATION

The Creative Designer will be reviewed annually by the Director of Communications. The Director of Communications and the Director of Church Operations, along with the Personnel Committee, will review the adequacy of compensation annually.

APPLICATION

Interested applicants should send the following to Jesse Schwindt at info@signalpres.org:

- Resume
- Portfolio of relevant creative work
- Brief cover letter introducing yourself and sharing your interest in the role and in working at Signal Pres