COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Department</th>
<th>Reports to</th>
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<tbody>
<tr>
<td>Graphic Designer</td>
<td>Creative Content Team - Worship Experiences Dpt.</td>
<td>Communications and Marketing Director</td>
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<tr>
<th>Employment Status</th>
<th>FLSA Status</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>☐ Temporary ☒ Full-Time ☐ Part-Time</td>
<td>☐ Non-Exempt ☒ Exempt</td>
<td>02/13/2023 - cdb</td>
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POSITION SUMMARY
To further the mission of the Church by effectively producing creative and effective graphics in a timely manner for the ministries of Compassion Christian Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The essential functions include, but are not limited to the following:
- Carry out the objectives of the Vision & Strategy Team and model a collaborative team mindset
- Produce creative, effective graphics of the highest quality in a timely manner for the ministries and campuses of Compassion Christian Church. Graphic design may include but limited to logo development, graphics, layouts and iconography.
- Coordinate with print vendors to finalize orders and ensure files are satisfactory.
- Participate in weekly Creative Team meetings in order to generate ideas and direction for projects.
- Research graphic design trends and incorporate ideas when appropriate.
- Collaborate with fellow staff members for assigned projects to understand vision and direction.

Expectations & Conditions of Employment
- Exhibits a meaningful and growing personal relationship with Jesus Christ
- Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person
- Recognizes that our work is important and deserves our very best
- Models the Biblical standard of personal conduct and lifestyle as agreed upon in the Team Assumptions
- Supports and adheres to the Mission, Vision, Core Values, and Philosophy of Ministry of CCC, and the Statement of Faith
- Supports and adheres to the policies and procedures found in the CCC Employee Handbook

MINIMUM QUALIFICATIONS
- 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.
- 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 field.
- Knowledge, skills, and gifts: Must have proficient knowledge of graphic and publication software, specifically Adobe Creative Suite (Photoshop, Illustrator & InDesign are critical). Experience and proficiency with Microsoft Office and Google applications. Candidate must have the ability to work independently with efficiency, effectiveness and composure; must have excellent written and verbal communication skills; and must be able to multitask and prioritize work assignments. Candidate must exhibit excellent organizational and interpersonal relational skills. Attention to detail is imperative. Must possess a friendly attitude, a willingness to work collaboratively with others, and have a strong heart for service.

EMPLOYEE ACKNOWLEDGEMENT
All employees of Compassion Christian Church are at-will, as such, are free to resign any time without reason. Compassion Christian Church likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time. No manager, supervisor or employee of Compassion Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.
My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of Compassion Christian Church; and, that it in no way constitutes an employment contract or otherwise alters my “employment at will” relationship with Compassion Christian Church.

Reviewed with employee by

Signature: __________________________ Name (print): __________________________

Title: __________________________ Date: __________________________

Received and accepted by

Signature: __________________________ Name (print): __________________________

Title: __________________________ Date: __________________________