

Position Title:	Graphic Designer
Reports to:	Communications Director (Worship Pastor, temporarily)
Status:	Part-time (16 hours per week)
FLSA Classification:	Non-exempt
Creation/Revision Date:	March 3, 2026

SUMMARY

The Graphic Designer works within Community Bible Church's communication department to support the various departments and ministries in conjunction with the staff and volunteers, providing graphic needs as well as some physical materials which involve graphics. This role also exists to uphold the branding of the church as well as a uniform look in the church's graphics.

ESSENTIAL FUNCTIONS

- Work in harmony with the pastoral and ministry staff of CBC.
- Support, promote, and align job performance with CBC's vision, Statement of Faith, and doctrinal statement to further God's work here on earth through the CBC family.
- Communicate with clear and simple communication to a wide variety of people.
- Manage and maintain all graphics procedures.
- Work collaboratively with ministering and administrative staff to prepare visual materials for cross-ministry and ministry specific events/activities and/or responsibility to outsource graphic needs.
- Work with departments for printed needs, such as postcards, signs, shirts, etc.
- Work in conjunction with the Worship Arts Administrative Assistant to provide necessary visual elements needed for the weekly worship services including backgrounds, theme slides, and promo announcements.
- Create message series promotion including graphics in partnership with the Pastor of Worship and Creative Arts.
- Work alongside the Communications Associate for any digital advertising to promote upcoming events to the general public.
- Complete purchase order request forms for printing supplies that are needed in the creation of materials.
- Serve as back-up for the Communications Associate in the Communications Department.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Education and/or Experience

High school diploma and training or experience with art and/or graphic arts design are required; office experience is a plus.

Other Skills, Abilities, and/or Training

- Must have a working knowledge of computers and software specific to Community Bible Church, including:
 - Microsoft Office Programs including Publisher, Word, Excel, PowerPoint, Outlook
 - Adobe Creative Suite
- Must be creative and have adequate publication design skills.
- Must be able to communicate in a clear and personable manner.
- Must be able to work in a team environment, as well as take initiative to follow through on individual tasks.
- Must have excellent organizational and administrative skills.
- Must have the highest standard of excellence for media in the church, yet flexible to the abilities and time constraints of given conditions.
- Demonstrate passion for the people of CBC; customer-service orientation.

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
- Regularly required to move about
- Regularly required to climb stairs and/or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Occasionally required to stoop, kneel, crouch, and/or crawl
- Occasionally required to reach up and out with hands and arms
- Regularly required to talk and hear; verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet

VISION REQUIREMENTS

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level; the individual is occasionally exposed to outdoor weather and temperature extremes.