



## Job Description

<b>Position:</b>	<b>Graphic Designer, Central Ministries</b>
<b>Reports to:</b>	<b>Director of Communications</b>
<b>Schedule:</b>	<b>Part-time (approx. 24 hours/week; 1,200 hours per fiscal year); Hourly, Non-Exempt</b>
<b>Employment Classification:</b>	Assistant/Administrator (A)

### Position Summary

The Graphic Designer provides all-encompassing graphic design and website support to the Communications Department for our Church-wide initiatives as well as individual campus projects.

### Responsibilities

- Collaborate with the Director of Communications to design digital, print and multimedia communication materials that reflect current trends.
- Work closely with Communications Team members on various projects.
- Design visual assets for both campus-specific and Central projects, including websites, handouts, slides, posters, banners, and large-scale signage, etc.
- Adhere to Compass branding standards for design, organization, and content to ensure consistent messaging.
- Prepare files for digital use, in-house printing, and external vendor production.
- Effectively use online project management and organizational tools to support production and project completion.
- Proficient in Adobe Creative Suite, PowerPoint, and Microsoft Office.
- Basic coding skills for website and app updates required.
- Highly organized and detail-oriented, with excellent verbal and written communication skills.
- Ability to prioritize workload, multitask effectively, and meet deadlines in a fast-paced environment.
- Demonstrate teamwork, interpersonal skills, and professional administrative practices.

### Requirements

- 3-5+ years of professional graphic design experience.
- Comprehensive portfolio demonstrating versatility across multiple media types.
- Willingness to take on additional duties as assigned.

### Additional Requirements

- Attend weekly campus/ministry staff meetings and monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Participate in The Compass Church weekend worship services regularly.
- Be a member or become a member of The Compass Church within 12 months of employment.