



JOB DESCRIPTION

JOB TITLE:	Graphic Designer	DATE:	July 2019
REPORTS TO:	Communications Director	DEPARTMENT:	Communications

JOB PURPOSE

To work within the CLA Communications team to extend the message and ministry of CLA through various forms of media, supporting all departments of the church.

DUTIES AND RESPONSIBILITIES

1) Graphic Design

- Sit in on conceptual design meetings and offer educated opinions
- Determine voice and messaging for graphic design pieces
- Advise on best practices and optimizations throughout design projects
- Select colors, font, images, and layout
- Create visualizations (either by hand or via a software program) which convey accurate messaging and undertones as dictated by the project
- Develop product illustrations, logos, website graphics, etc. as needed
- Present designs to Ministry Leaders and applicable teams
- Implement feedback and changes when appropriate

2) Team

- All tasks are in the context of a team. It is expected that at times you may take the lead on a project and at other times you will support the team with another individual appointed as the leader of that project.
- Ensure all communications reflect well on the culture and vision of CLA, seeing projects through to completion
- Liaise with printshops and applicable vendors on behalf of the team

3) Timelines

- Ensure projects are completed on time to fulfill the communications needs of the ministry to the best of your ability. This will often require significant multi-tasking and the ability to focus and be productive in periods of interruption

BEHAVIOURAL COMPETENCIES

Spiritual Focus: To live an authentic and growing Christian life

CLA Focus: Ability to align one's own behaviour with the overall vision and goals of CLA

Service Focus: Desire to focus one's efforts on discovering, meeting and serving the needs of the others as they align with the ministry focus and goals

Developing Others: Genuine interest to foster development of others through coaching, supervising performance and mentoring

Flexibility: Willingness to adapt to and work effectively within variety of diverse situations

<p>Problem Solving: Ability to review situation, organize the information, identify some key factors and suggest/generate solutions</p> <p>Listening, Understanding and Influencing: Desire and ability to understand and respond effectively which may involve influencing others to adopt an alternative course of action.</p> <p>Concern for Image: Awareness of how one’s role impacts and creates a positive image for CLA and hence an impact on the congregation and the community.</p> <p>Innovation: Encourages creativity on the part of others by highlighting the benefits of innovation and change to enhance communication and performance</p>			
<p>QUALIFICATIONS</p>			
<p>Degree, diploma or certificate in graphic design, design, media design or related field. Three (3) to five (5) years of related experience, or an equivalent combination of experience, education and/or training. Strong working knowledge of Adobe Creative Suite is a must.</p>			
<p>SIGNED Employee</p>		<p>DATE</p>	
<p>SIGNED Supervisor</p>		<p>DATE</p>	
<p>TITLE Supervisor</p>			

Note: This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.