



JOB DESCRIPTION

TITLE: Communications Graphic Artist

REPORTING: Director of Communications and Organizational Development

STATUS: Part Time

POSITION DESCRIPTION:

A champion for the brand and communication strategy of Crossroads Church. Alongside the communications team, creates graphics and communications pieces that communicate the brand and messaging of the church to a variety of audiences. Builds a team of volunteer communications volunteers, creating a positive atmosphere within all volunteer teams, supplying the teams with creative inspiration, boundaries and clarity within projects. Specifically focuses on graphics with an emphasis in either project management, writing or print production. Able to serve as a communications generalist. Projects as assigned within communications or the central services department. Execute the vision that comes from the Director of Communications and Organizational Development, the Management Team and the Senior Pastor.

CHARACTER:

Has a clear call of God to lead the people of their community to Jesus Christ. Demonstrates the qualities of a follower of Jesus Christ, with a passion to love God, live in authentic community with those in the body of Christ, and extend the love of God to those seeking him. Shows a strong commitment to living out Crossroad's values and beliefs in their Christian life. Possess characteristics that include: humility, teachability, organization, teamwork, discernment, wisdom and strategic agility. Must work extremely well with others.

QUALIFICATIONS:

1. Education: Undergraduate degree preferred. Communications degree or background preferred.
2. Experience: Demonstrated ability to work well with people, manage administrative detail, manage multiple priorities, work with computers and understand the creative process. Must have graphic design experience. Photography and video experience preferred. Portfolio required.
3. Requirements: Membership at Crossroads Community Church. Affirmation of the mission, vision, values, and beliefs of Crossroads.

WORK SCHEDULE:

Monday through Friday office hours as agreed upon. Evening and weekend availability required for events.

RESPONSIBILITIES:

1. Team Leadership: Under the direction of the Director of Communications and Organizational Development, as assigned, lead graphic and photography teams and create churchwide, campus or ministry specific graphics and communication pieces to meet the goals of the church, campus or ministry area. Direct leadership of graphic arts and photography teams.
2. Team Management: Under the direction of the Director of Communications and Organizational Development, coordinate and communicate with each team, as assigned, to provide visionary and practical information regarding their role. Anticipate problems and opportunities to improve the overall experience of our volunteer teams. Direct management of graphic arts and photography teams.
3. Graphics: Under the direction of the Director of Communications and Organizational Development, develop graphics consistent with Crossroads Church branding and style as needed for church, campus or ministry specific events or campaigns.
4. Photography: Build a library of current, relevant photographs consistent with Crossroads Church branding and style as needed for church, campus or ministry specific events or campaigns.
5. Administration: Manage and maintain the online Dropbox storage for all graphic, writing and photography communications files. Archive files as necessary. Assist with online project management as necessary. Oversee the photography equipment, in coordination with the media team. Other duties as assigned.
6. Project Management, Writing, Print Production: Under the direction of the Director of Communications and Organizational Development, assist with or coordinate either project management, writing or print production.
7. Evening or Weekend Projects: Serve as needed to photograph events in evenings or weekends. Schedule as agreed upon.
8. Ministry Team Leadership: Provide direct leadership for the graphic arts and photography teams.