

Job Description Friendship Church

Position: Graphic Designer

Reports to: Communications Director

Hours: 40 Hours Per Week

Pay Range: \$40,000 - \$45,000 annual salary DOQ

Hired by: Communications Director, with Leadership Team Approval

Position Description Updated: 2025

Summary Description:

This position produces visual solutions to the communication needs of the ministries of Friendship Church. The Graphic Designer creates and produces professional quality digital and printed promotional materials, and assists with website, videos, app and social media.

Overview of Job:

- Work with Communications Director to develop print and digital designs for church ministries and events such as brochures, catalogs, mailers, posters, postcards, signs, ads, logos, table tents, website graphics, apparel, banners, promotional giveaways, video graphics, app buttons, social media graphics, etc.
- Create and print all promotional materials in house or outsource as needed
- Maintain fresh and interesting content that is accurate and current, reflecting Friendship's values, voice and branding standards in everything produced
- Help curate the sermon series design by creating mood boards, create the Sunday morning graphics, sermon slides, PowerPoint backgrounds, various slides, and postcards, etc.
- Produce ministry stationery, such as letterhead, envelopes, business cards, etc., create branded templates and forms for employee use, and maintain the design guide and communications standards
- Work with the Webmaster and Communications Director to maintain/improve website and app
- Work with the Video Specialist on graphics for videos and assist in taking photos
- Work with the Communications Director to maintain social media images and content of sermon series, events, recaps, inspiration, community building, Wednesday Night meals, etc.
- Design advertising pieces for newspapers, direct mail, and social media
- Work community events and large congregational events on occasion
- Create and update building signage as needed
- Help manage social media accounts and moderate online services if needed
- Print, cut and distribute posters, table tents, postcards, booklets, and all other promotional materials
- Assist with creating funeral bulletins and slides, Child Dedications, Baptisms, the Annual Report and retreat booklets
- Order ink, paper, and supplies for the large format poster printer as needed
- Create and send out the weekly happenings email

- Maintain resource displays and ensure they are up to date

Additional Responsibilities:

- Work with the Communications Director to maintain Friendship Church communication and branding standards on all printed and web materials.
- Assist other administrative staff members with software usage, printing, etc.
- Attend various conferences, seminars, classes, etc., as required to maintain design proficiency.
- Attend internal meetings as required, such as the Communications and Creative Team meetings.
- Backs up the Video Specialist as needed.
- Various other responsibilities as required.

Personal Requirements:

- Strong personal relationship with the Lord Jesus Christ
- Proficient in Adobe software on a PC: Photoshop, InDesign, Illustrator, etc.
- Familiar with Microsoft software such as Word, Excel, Outlook, PowerPoint, etc.
- Bachelor's Degree in Graphic Design
- 1-3 years of Graphic Design experience
- Strong organizational and interpersonal skills; ability to work well with others and be a team player
- Ability to manage multiple projects and meet necessary deadlines.
- Experience with a faith-based organization preferred
- Attentive to detail and accuracy in editing and proofing