



Job Description

Position Title: Graphic Designer

Classification/FLSA: Non-Exempt

Reports to: Pastor

Summary/Objective of Position: This position would be responsible for creating engaging and on-brand graphics for a variety of media.

Essential Functions:

- Manage branding integration across Holy Trinity print publications and web presence.
- Design graphics pertaining to worship themes and other primary church functions, creating original image content for social media and web platforms.
- Work with other ministry leaders to have a collaborative and integrated communication plan

Competencies:

- Initiative – enjoys working hard and is action-oriented and energetic; does not wait for direct requests to complete obvious tasks; looks for work to do.
- Project Management – knows how to figure out necessary steps to complete a project including organizing people and content; keeps the team informed on progress.
- Creativity and Innovation – originates new ideas; tries fresh approaches, taking reasonable risks knowing some will succeed and others may not; continually learning and working toward further proficiency.
- Attention to Detail – checks all communications for errors and corrects them; attends to issues and circumstances which must be addressed; takes pride in striving for excellence.
- Team Orientation – demonstrates interest, skill and success in team environments; communications with integrity with all staff; acknowledge own work must be completed in a timely manner.

Supervisory Responsibility: This role does not directly supervise other staff.

Work Environment: The nature of this position provides flexibility with working remotely, but also involves on and off-site work to capture footage and aid in team communication.

Position Type/Expected Hours of Work: This position is part-time (8 hours/week).

Travel: This job may require limited local travel.

Required Education & Experience:

- High School Diploma.
- Proven graphic design experience, including a strong portfolio of illustrations and graphics.
- A keen eye for aesthetics and details



- Familiarity with design software and technologies (such as InDesign, Photoshop, PhotoScape, Illustrator, Dreamweaver, etc.)
- Knowledge of legalities for image creation and use.

Preferred Education & Experience:

- Bachelor's degree in Design, Fine Arts, or related field.
- Previous experience with digital production.
- Experience and knowledge of online analytics to inform production efficiency.

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.