



# **NORTHVIEW COMMUNITY CHURCH**

## **JOB DESCRIPTION**

### **Graphics & Social Media Assistant**

DEPARTMENT:	Communications
REPORTS TO:	Communication Director
ALLOTTED HOURS:	25-40 hours/week
PRIMARY LOCATION:	Downes Road Campus
ANTICIPATED START:	September 2021

#### **MINISTRY CONTEXT**

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of a Deacon, as outlined in I Timothy 3.

#### **GRAPHIC DESIGNER MINISTRY RESPONSIBILITIES**

You are a proficient and effective communicator, both verbally and in written form. You enjoy having fun and working as part of a team, and you are equally professional in your relationships with coworkers. You are a detail-oriented, creative thinker and enjoy working with other people. You possess a Problem-solving and self-starter mindset with a logical approach to work. You have a keen eye for aesthetics and details, including an understanding of design principles.

##### **1. Job duties and responsibilities:**

Working as part of our communications team, you would be responsible for creating custom projects as requested by various ministries. You would coordinate with the rest of the team to maintain a workload schedule to meet deadlines while achieving high quality.

##### **2. Products you would help design and produce are (but not limited to):**

- Branding: Logos, brand identity, storytelling, creating a colour palette, typography
- Print: Posters, banners, pamphlets, invitations, brochures, large format printing,
- Signage: permanent and temporary rigid signs in varying size, print and cut vinyl applications, banners, pull-up banners, sandwich boards
- Promotional: Apparel, flags, swag items
- Digital: Websites, social media marketing, custom graphics

##### **3. Job requirements and qualifications:**

- Proficient with Adobe Creative Suite including Illustrator, InDesign, and Photoshop
- Any HTML, CSS, and PHP experience will be considered an asset
- Able to provide a portfolio of past work

#### **STATEMENT OF RELATIONSHIPS**

The Graphic Designer reports directly to the Communications Director. The Communications Director reports to the Executive Pastor of Administration.

#### **EXPERIENCE & EDUCATION:**

- High school or GED equivalent required
- Associates, Bachelors, or currently enrolled as a student in graphic arts preferred
- 6 months to 2 years of Graphic Design experience.



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#### **PERSONAL CHARACTERISTICS**

The following characteristics are considered essential for the candidate to be successful in this role:

1. A penchant for creativity and an eye for artistic design.
2. Willing to empower others to lead and develop leaders.
3. Able to communicate clearly.
4. Agrees with Northview Community Church's Statement of Faith, Code of Conduct and Core Values.
5. Is known to have a lifestyle that honors and uplifts the name of Christ.

The incumbent must make Northview Community Church his/her home church.