

## Position Title – Graphic Designer

Organizational role:	Grace Community Church
Reports to:	Senior Designer and Brand Specialist
Full Time:	Full-time (40 hours)
Compensation:	Salary, commensurate with experience
Office / Remote:	80% / 20% (due to the nature of the role, in-office presence is required)
Office location:	3105 University Blvd, Tyler, Texas
Work days:	Monday through Friday (off-hours sometimes required due to church programming)

## What We Believe

Grace Community is about being and making disciples of Jesus Christ who are: fully giving their hearts in Worship to God, passionately engaged in the Mission of the Gospel, and intimately connected to a Community of Believers.

## General Summary of the Position

The Graphic Designer helps tell the story of Grace Community Church by creating visual designs that inspire, inform, and connect people to the gospel. From Sunday services to ministry events and digital platforms, this role shapes the church's visual identity and ensures consistency across all campuses and congregations.

The designer manages projects from concept to completion, partnering with ministries to understand their vision, offering creative direction, and delivering excellent, timely designs. In a fast-paced environment, they balance multiple priorities while keeping the mission at the center: using creativity to reach people and glorify Christ.

Working under the leadership of the Senior Designer & Brand Manager, and Director of Creative and Communications, the Graphic Designer plays a key role in aligning Grace's message and branding so that every visual communicates with clarity, beauty, and purpose.

**Essential Duties and Responsibilities:** (following are accountabilities included but not limited to):

- Conceptualizing and designing visual content: graphic slides, app and website graphics, booklets, layout design, etc.
- Understand the brand: maintain Grace's visual brand identity including logos,

color schemes, typography, and other brand elements, to ensure consistency across all communication

- Digital Design: Designing digital assets for online platforms, including website, social media, email graphics, digital banners, etc.
- In-house Print Production: Impose, print, and cut all in-house design files for print needs (flyers, posters, badges, etc.)
- Design and liaise with print vendors for projects (posters, business cards, banners, installations, etc.)
- Design accessories and clothing items (t-shirts, sweatshirts, lanyards, key chains, bracelets, stickers, hats, etc.)
- Capture photography: baptisms, new hires, events, social media content, etc.
- Understand and address ministry needs
- Collaborate with ministry leaders and the Communications Team throughout the design process
- Conduct research and brainstorming for creative projects
- Managing multiple projects simultaneously, including prioritizing tasks, setting deadlines, solving any arising issues, and ensuring timely delivery of completed designs.
- Provide mentorship to Communications Team interns
- Staying Updated with Trends and Technologies: Keeping abreast of industry trends, emerging technologies, and design tools/software to continuously improve skills and stay relevant in the field
- Align with the theological doctrine and core beliefs of Grace Community Church.

### **Skills and Abilities:**

- Proficient of Graphic Design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign, etc.) and camera equipment
- Good with people – playful, positive, genuinely interested in people, team player, patient with others, supportive, discerning, ability to motivate others
- Excellent time management, people, and organizational skills
- Strong communication skills
- Self-motivated and proactive
- Positive attitude and servant posture – able and willing to serve others and put their needs first
- Trustworthy and able to maintain confidentiality
- Available and flexible – a generous spirit that understands connection moments with people aren't always conveniently scheduled
- Excellent judgment and creative problem-solving skills
- Ability to gather data, analyze information, and identify opportunities for continuous improvement
- Ability to prioritize and demonstrate a high level of accuracy with attention to detail

### **Education, Training, Experience:**

- Bachelor's Degree
- Formal training and experience in graphic design, client and or project management, and or other visual arts
- An understanding of the Christian worldview and the ability to articulate those principles to others

**Work or Ministry Team Context:**

This position is attached to the Senior Designer and Brand Specialist and the Director of Creative and Communications and will support all ministries. It is based out of the Tyler Office of Grace Community Church with frequent visits to our campuses and other locations in our vicinity. Occasional support on Sunday mornings at any of our campuses is expected. International traveling is a possibility.

*Updated March 2025*