



Cottonwood Creek On Mission Job Description

Job Title:	Graphic Designer
Division/Department:	Communications Department/Full Time Position
Reports To:	Communications Director

Job Summary: Assists Communications Director through various design projects with a primary focus in marketing and print publications. Design projects include: designing inserts, brochures, logos, posters, Creek Guide, semester guides, promotional materials, etc. that will be used internally and externally.

Essential Functions:

Design + Printing

- Information gathering, creation and printing of Creek Guide, inserts, semester guides and other print materials.
- Responsible for maintaining campus-wide promotional materials (restroom posters, tent cards, brochures, flyers, inserts, postcards, digital signage and other print materials on campus).
- Coordinates internal and external print materials for the Communication Department as well as other ministries.
- Printing and packaging of communication materials.
- Assists in the creation of newspaper ads, radio, commercials, direct mail pieces, highway banners and other outreach marketing efforts.
- Creates weekly Creek Life email.
- Part of the design team responsible for creating sermon/campaign graphics, publications and resources.

Other

- Answer technical questions.
- Needs to be a self-starter, but loves working and collaborating with a team.
- Has the patience to work with people who think Microsoft Publisher is the greatest software ever.
- All other duties as assigned.

Job Requirements and Personal Qualifications:

Education: 2 year college degree or equivalent job experience.

Job Skills: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, HTML, Microsoft Applications, Photography, Customer Service, A Creative Mind

Personal Qualifications: Have a personal relationship with Jesus Christ with consistent evidence of fruit in their personal life; Motivated to serve God in a ministry; Ability to consistently use good judgment.

Position located at Cottonwood Creek Church, Allen, TX.