

Graphic Designer Contract Position

Graphic Designer Contract Employee Position Description

POSITION SUMMARY

The Graphic Designer will be responsible for creating original, powerful media for sermon series, major events, and church activities. She/he must be able to conceptualize visions and ideas to effectively produce digital, web, print and social media promotional materials. He or she will be responsible for taking assigned tasks and creatively executing strategies for use on multiple platforms. He or she will work closely with the pastoral team, and other members of the Creative Arts team in designing print/website media, marketing materials, large format signage, and more. This person must whole-heartedly support the vision and mission of Aletheia Tampa and relish the opportunity to work towards their fulfillment.

DUTIES & TASKS

The Graphic Designer will be responsible for the following duties and tasks. These are not all-encompassing and may be adjusted as needed.

PRIMARY RESPONSIBILITIES

- Conceptualize ideas and concepts with Teaching Pastor, Executive Pastor, Worship Director, Children's Ministry Director, and Creative Arts team to brand sermon series, as well as create marketing collateral, new designs, layouts, logos, and more
- Receive projects with design direction from Staff Members and complete them on time and with attention to detail
- Clear, collaborative, and responsive communication with Lead Pastor, Executive Pastor, Creative Arts team, and church staff

JOB FUNCTIONS

- Create high-quality church-wide graphics and visuals for digital, web, print, and social media
- Brand design for events and marketing (invite cards, slides, banners, stage designs, Sunday brochures, announcement flyers, etc.)
- Work with Pastoral team and staff to take design visions and turn them into a reality
- Offer expert advice for proper marketing and design choices
- Regularly update and maintain a website, social media, and Church App

COMPETENCIES

The following abilities are needed to perform this job well. The Graphic Designer should have two years of experience in creating and designing marketing materials in a related field. A degree, certificate, or college coursework in a related field is a plus.

- High level of thinking and execution
- Always thinking of innovative ways to raise the bar and take designs and ideas to the next level
- Ability to translate ideas and concepts into creative visuals for print and online
- Can properly and effectively create content for use on multiple formats
- Understands and is knowledgeable on the graphic standards for print and digital
- Has a keen eye for the latest trends in graphic design
- Attention to detail in design
- Must be able to work independently to meet deadlines
- Able to quickly transition from one project to another
- Proven experience working in a creative team environment to conceptualize ideas
- Must be willing to help with a positive attitude and support the vision of Aletheia Church
- Must have a proficiency in the following[1]
 - Mac OS X
 - Adobe Creative Suite - Photoshop/Illustrator/InDesign
 - Squarespace
- Proficiency in the following areas is a plus:
 - Photography and videography
 - After Effects
 - Premiere

CAPACITY

This is a part-time, contract position, requiring 2-4 hours a week, 8-12 hours a month. Hours would be up to the designer's discretion, but deadlines must be completed during normal business (Monday-Thursday, 9-4 PM)

The primary location for this position is at the Graphic Designer's discretion. The Aletheia Offices are located at 2255 Ashley Oaks Circle, Wesley Chapel, FL 33544, but it is not required to work within the building as the Graphic Designer.

- The Graphic Designer must be able to access the internet from either home or be able to work from other locations such as libraries, coffee shops, etc.

COMPENSATION

Hourly Pay: \$25 - \$50 per hour, depending on experience (applicable taxes are not factored into final salary represented)

INTELLECTUAL PROPERTY

In the event that an employee's job responsibilities require the creation of intellectual property, unless otherwise agreed to in writing between such employee and the Church, and intellectual property created by an employee in the performance of their respective job duties shall be owned by the Church as a "work-made-for-hire" under the Copyright Act of 1976. As such, the Church retains all rights to the use, duplication, distribution, and sale of all such materials.

CONFIDENTIALITY

The nature of your work as a contract employee you may have access to information of a confidential nature. Such information may not be discussed, used, or disclosed except among other staff or was clearly indicated by the situation. If in doubt, please check with a member of the elder team. This confidentiality requirement shall survive the termination of employment.

EMPLOYMENT STATUS

Your employment with Aletheia Church is "at will" and may be ended at any time with or without notice, or without cause, including by not limited to termination, demotion, promotion, compensation, benefits, duties, and location of work.

[1] Onsite training is available.