



SECOND
PRESBYTERIAN
CHURCH

GRAPHIC DESIGNER

We are seeking a creative, detail-oriented Graphic Designer to join our Communications Team and help bring the story of our church to life through compelling visual design. In this role, you will collaborate with a supportive and creative team to develop print and digital communications, enhance worship experiences, create livestream and digital signage graphics, and support ministries across the church with thoughtful, mission-driven design.

The ideal candidate is a skilled designer who enjoys collaborating with others, managing multiple projects, and creating engaging visual communications that inspire, inform, and connect our congregation and community.

JOB SUMMARY

The Graphic Designer collaborates with the Director of Communications, Communications Coordinator, and Digital Media Specialist to support the diverse needs of individual ministries through graphic design, storytelling, promotion, and cross-channel communications.

ESSENTIAL FUNCTIONS

Brand & Publication Management

- **Graphic Design & Creative Support:** Combines a strong aesthetic sense with clear brand alignment to create visually compelling print and digital assets. Confidently translates diverse ministry concepts into cohesive, eye-catching designs that engage the congregation and community.
- **Worship Materials:** Create, edit, and finalize weekly worship and funeral bulletins; format sermon manuscripts for website publication and external printing.
- **Signage & Displays:** Design, print, and manage physical promotional materials, including building posters and roadside banners.
- **Special Projects:** Coordinate and compile specialized bulletin inserts for seasonal events

Digital & Broadcast Graphics

- **Livestream Assets:** Design high-quality graphics and slides for live broadcasts; upload weekly bulletins to the livestream webpage.
- **Digital Displays:** Create, schedule, and maintain visual content for campus-wide digital signage.
- **Ministry Graphics:** Design custom digital assets, graphics, and publications to support individual ministry teams.

Collaboration & Administration

- **General Support:** Perform other graphic design projects as assigned.

Other Responsibilities

- Attend calendar staff, administrative support staff, and all staff meetings as scheduled.
- Provide front desk support during lunch hour as scheduled.

QUALIFICATIONS

- **Technical Design Skills:** Mastery of Adobe Creative Cloud, specifically InDesign (proficiency in Illustrator and Photoshop is a strong plus).
- **Education & Credentials:** Degree in graphic design, communications, or a related field.
- **Communication & Editorial Excellence:** High proficiency in English grammar, spelling, proofreading, and punctuation, with an exceptional eye for visual design and detail.
- **Office Software:** Mastery of Microsoft Office Suite (Word, Excel, and PowerPoint).
- **Organization & Agility:** Strong time-management skills with the proven ability to balance multiple projects, prioritize tasks, and meet tight deadlines.
- **Collaborative Mindset:** A strong spirit of teamwork and a desire to collaborate effectively within the communications department and across various ministry teams.

CORE COMPETENCIES

- **Attention to Detail:** Consistently manages the individual components required to build an organized, cohesive final product. Proactively tracks missing items, resolves outstanding questions, and keeps the big picture in mind while maintaining absolute precision.
- **Initiative:** Demonstrates an action-oriented, energetic approach to work. Eagerly takes ownership of projects, identifies growth opportunities, and sets high yet achievable benchmarks for success.
- **Technical Expertise:** Possesses or quickly acquires the technical skills necessary to execute job functions proficiently. Actively seeks to master core tools and continually pursues professional development.
- **Priority Setting:** Manages time efficiently by focusing on mission-critical objectives. Quickly identifies core issues, minimizes distractions, anticipates potential roadblocks, and eliminates hurdles to meet team goals.
- **Team Orientation:** Thrives in a collaborative environment and prioritizes collective success over personal agendas. Readily offers support to colleagues, shares credit for team wins, and models accountability across projects.
- **Hospitality:** Cultivates a warm, welcoming, and approachable presence. Fosters genuine connections with congregation members and visitors alike, actively championing a culture of belonging in the life of the church.

PHYSICAL QUALIFICATIONS

Sufficient mobility and stamina to fulfill the responsibilities outlined above.

Disclaimer: The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.