

**Posting Date: January 19, 2018****Closing Date: February 16, 2018**

This position is open to external candidates as well. Please send resumes to: [resumes@cottonwood.org](mailto:resumes@cottonwood.org)

**Job Title:** Graphic Designer

Work week: Full time hourly – schedule to be discussed with Stream Leader

Must be available to work weekend services as needed

**Job Summary:**

A Graphic Designer works within the Media Production Department which manages the design and content of all church generated graphics, social media, websites, and mobile apps. This person executes tasks that help ensure a cohesive presentation of Cottonwood's values and production standards into the design, creation, and implementation of all media content.

**Job Duties & Responsibilities**

- Adheres to the quality assurance mechanisms for Media Production
- Executes tasks for the creation of media content
- Support the implementation of marketing campaigns utilizing current and changing platforms
- Maintain all graphic and printing supplies and equipment
- Maintain media content archives
- Can work on multiple projects at once
- Illustrate, design, lay out, and arrange graphic media content
- Works collaboratively with Media Production staff to execute tactics
- Organize, index and archive Media Content
- Serve on Production teams during Church Services
- Responsible for personal creative growth
- Implement any direction from the Creative Content Director and Media Manager in a timely manner
- Collaborate with all other Production Stream departments in the creation and presentation of all creative content

**Key Attributes**

- Understand, agree with and support the statement of faith, vision, culture, and direction of Cottonwood Church
- Solid assurance of salvation through faith in Jesus Christ
- Strong, growing walk with the Lord, evidence by a deep love for Jesus Christ and others
- Desire to serve staff and leadership with the gifts, ability, and talents which God has given you.
- An attitude of being faithful, available, and teachable
- Knowledge and experience with the functions and operations of creative development and design for graphics, web, social media, and device applications
- Knowledge and experience in the development and implementation of marketing strategies
- Above average written and spoken communication skills
- Interpersonal relationship building and development skills
- Demonstrate ability to serve as a knowledgeable resource to Stream and Church Leadership

- Up to date with industry leading software including but not limited to Photoshop, Illustrator, InDesign
- Highly proficient in all design aspects
- Professionalism regarding time, costs and deadlines on projects and campaigns
- Evidence of the ability to practice a high level of confidentiality
- Excellent organizational skills