



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Graphic Designer**
Reports to: **Senior Graphic Designer**
Position Status: **Regular, Full-Time Exempt**

Department : **Marketing & Communications**
Effective: **January 2011**
Replaces: **New Position**
Position Number: **RC - 08 - 11**
Posting Date: **January 27, 2011**
1st Closing Date: **February 3, 2011**

Position Summary: The Graphic Designer is responsible for creating the design layouts for Marketing and Communication materials for the Rock Church and its ministries. This position will also assist the Sr. Graphic Designer in the creation of organizational-wide campaigns and brands. The Graphic Designer works under the direct supervision of the Senior Graphic Designer.

Job Responsibilities and Duties:

1. Must use current design technology, philosophies and techniques to create and prepare graphics to be used in various communication outlets.
2. Determines style, technique and medium best suited to produce desired effects and conform with reproduction requirements.
3. Discusses designs at various stages of completion and makes changes as necessary.
4. Ensures all print materials are in compliance with the Rock Style Guide and submits all work for review and approval.
5. Compiles and maintains a graphics or photographic library and/or maintains digital records.
6. Prepare press-ready files for printing.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Senior Graphic Designer.

Job Skills and Requirements:

1. Bachelor's Degree in graphic design or a related field preferred, not required.
2. Must have at least 3-5 years experience in graphic design.
3. Ability to create web-ready files preferred.
4. High accuracy, attention to detail and analytical skills.
5. Strong communication skills.
6. Highly proficient in Adobe Creative Suite (PhotoShop, Illustrator and InDesign).
7. Strong organizational skills and the ability to execute multiple projects simultaneously.
8. Ability to complete projects with tight/short deadlines.
9. Familiar with HTML/CSS and Flash.
10. Must be knowledgeable of Pre-Press process.
11. Solid understanding of interactive design principles, usability and online branding issues.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.