## Position: Graphic Designer

Reports to: Communications Pastor
Job Location: Central Campus – Arden, NC
Position Type: Full-Time

Summary of Position: The Graphic Designer is responsible for conceptualizing and creating graphics needed in both digital and printed materials within the Communication Department.

### Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is expected
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Advanced knowledge in the Adobe Creative Suite
- Excellent written communication skills
- Proactive communicator who initiates mission critical details inside and outside of team meetings
- Highly organized self-starter who is able to work well alongside a team
- Provide a portfolio demonstrating great creative taste, broad array of styles and a good grasp of current design concepts and techniques. **Any candidate who does not include a portfolio will not be considered.**

### Essential Responsibilities

- Design collateral for teaching series, events, church ministries, and external advertising
- Work directly with the Communications Pastor and Communications Team to originate ideas and processes for projects for church ambitions
- Attend creative meetings as requested
- Use project management software (Monday) continuously and ensure items are done within the needed time frame
- Work with the Communications Pastor to ensure that all items are adequately proofed and free of grammatical and information errors
- Keep and maintain the logo and branding packages up to date for ministry use
- Maintain and operate server organization for all designed materials for current and future use
- Create and design branding guidelines for the organization and outside vendors to use
- Research new design techniques and trends to continuously produce a standard of excellence